



## UPCOMING CONTRACTS TRAINING

### Contracts Training

**When:** *Tuesday, April 26<sup>th</sup> from 3:00 – 4:30 p.m.*

**Where:** Classroom Building 142 and via Zoom, <https://uwyo.zoom.us/j/97435404213>

**What it Covers:**

*This training will cover what kind of documents are considered contracts, when you need a contract, and how contracts move through the WyoCloud contract module. Members of Legal, Procurement, Tax, and Research Offices will be present to give information on what they look for when reviewing contracts during the WyoCloud process. It will also cover the changes to the processes over the past year, with plenty of time for questions and answers.*

**Who Should Attend:** *The training is intended for staff, faculty and administrators who are involved in any aspect of the contract process. We encourage anyone who wants to learn more about the contract process to attend, even if they do not enter contracts into WyoCloud.*

### Contact Information

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