

## Information Technology and Computer Skills Training

### MissouriBUYS

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 12:30 p.m.

**Investment:** Free

#### The main topics for this class will include:

- Requisition to Purchase Order Objective
- Purchase Request Activities – Catalog Item
- Off-Catalog
- Round Trip Item
- Favorite Items
- View Request/Process Request
- Create Templates
- Track Request and Orders/Edit Open Request
- Change Orders
- Approving Purchase Requests and Change Orders
- Receive
- Invoice Management
- Invoice Approval

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