

## REQUEST FOR TRAINING

Please complete this form and provide the following information if you would like to request a State Purchasing training session. State Purchasing personnel will regularly conduct training at its office in Baton Rouge or at other sites around the state. Please keep in mind that other training programs are being developed.

**Please contact me about the following training program:**

Purchasing 101

Specification Writing

RFP Process

Customized Procurement Training

**I would like to suggest training on the following:**

\*Name: \_\_\_\_\_ \*Title: \_\_\_\_\_

\*Organization: \_\_\_\_\_

\*E-mail address: \_\_\_\_\_

\*Telephone: \_\_\_\_\_