

UNIVERSITY of HOUSTON SYSTEM
Office of Contract Administration
Training Request Form

The University of Houston System Office of Contract Administration (OCA) is available to conduct online training via Microsoft Teams to provide guidance about OCA's processes and the University's contracting requirements. Please submit the completed form to contractadmin@uh.edu and include "Training Request" in the email subject line. After receiving your completed form, OCA will send Outlook calendar invite for training.

UH/UHS DEPARTMENT INFORMATION

Department Name: _____
Contact Person: _____
Telephone Number: _____
Email Address: _____
Requested Training Dates & Times: 1st choice _____; 2nd choice _____; 3rd choice _____
Estimated number of attendees: _____

Note: training sessions are for departments and each training session should have a minimum of three attendees.

CONTACT INFORMATION

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