



NYSIR Risk Management presents a No Cost Virtual Seminar Series on

Purchase Orders Verses Contracts and Agreements – Using the Right Documents

Risk Transfer is a complex process with many facets. The purpose of this seminar is to assist our members in getting proper risk transfers when using Purchase Orders. This seminar will review the documents needed to make a Contract from a Purchase Order, thereby allowing for a proper Risk Transfer.

Who Should Attend: Administration, Athletic, Business Office and Facilities Department Staffs who use Purchase Orders to purchase maintenance, repair and other services.

Topics Covered: The following will be covered in this Seminar:

- Risk Transfer Securing Language
- Contracts and Agreements
- Purchase Order Conversions to Contracts
- Conversion Forms

Webinar Presenters: Brett Carruthers, Director of Risk Management and Joyce Moore, Risk Transfer Supervisor

Dates and Time:

29 September 2022 – 10:30 a.m. to 11:30 a.m.

**The seminar runs from
10:30 a.m. to 11:30 a.m.
and will be recorded.**

**Professional Certificate
Holders Will Receive 1.0
Hours of CTLE Credit**

**This seminar will be recorded for those who cannot participate live.
The link will be available on NYSIR's website about 10 days after the seminar.**

Seminar Registration and Connection

Please follow the instructions below to connect to the seminar. There is no pre-registration necessary. Please try to connect approximately 15 minutes before the seminar starts to check your computer and system.

If you need CTLE Credit, please email bcarruthers@nysir.org and a CTLE Request Form will be sent to you.

Participant Instructions:

NYSIR is inviting you to a scheduled Zoom meeting.

Topic: Purchase Orders Verses Contracts and Agreements – Using the Right Documents

Time: September 29, 2022 - 10:30 a.m. to 11:30 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/81485278102?pwd=YUJkcWxSS09pRGN4cXIrVVcwc0lMZz09>

Meeting ID: 814 8527 8102

Passcode: 988438

Dial In: 1 929 205 6099 US (New York)