

Introduction to State Purchasing - Part B

Quick Facts

LENGTH
Self Paced

**CONTACT
HOURS**
2

START TIME
Self Paced

END TIME
Self Paced

Course Description:

The purpose of this training session is to introduce basic terms, processes, and regulations of State Purchasing.

Audience:

Newly hired professionals whose job responsibilities include any of the following functions:

- Any purchasing function
- Accounts payable
- Agency, college or university legal staff that provides advice regarding procurement decisions
- Cost accounting
- Facilities management
- Contract administration
- Purchasing card administrator
- End users involved in the requisition process or authorized to make purchasing requests

Objectives:

This training course covers the following topics:

- Methods of Purchasing
- The Solicitation Process
- Evaluating Responses and Making Awards
- Other State Purchasing Issues

Prerequisites:

None