

# STUDENT REGISTRATION: DIRECT PURCHASE & NEGOTIATION

Date: **December 10, 2009**  
 Time: 8:30 am – 4:30 pm  
 Location: ODOT HRC – Suite A  
 2775 19th St SE (Off McGilchrist)  
 Salem, OR 97303-3201  
 Trainers: Kelly Stevens-Malnar

**Training Cost:**  
**\$125.00 Per Person**  
 Class size limited to 20

**CLASS DESCRIPTION:** This class will focus on the buy decision and best practices for governmental entities responsible for procuring goods and services. Students will understand the law and rules as they apply to the buy decision and for purchases primarily under \$5,000. Students who are new to procurement and considering taking the Principles of Public Contracting foundational course are encourage to take the class first.

This class is an excellent refresher for seasoned buyers, preparation for the OPBC exam, and is the core course for the Oregon Small Purchasers Certificate.

<b>REGISTRATION INFORMATION</b>		
First Name	Middle Initial	Last Name
Agency Name	Division Name	
Agency Address		
Agency City	Agency State	Agency Postal Code
Work Phone Number	Work Fax Number	Work Email Address
Agency Director's Name	Direct Supervisor's Name	
Accounts Payable Contact	Payables Phone Number	
<b>PAYMENT METHOD</b>		
<input type="checkbox"/> Check# _____ Payable to: DAS Procurement Training Unit	Accounts Payable Contact: _____	
<input type="checkbox"/> Electronic Transfer BT# _____	Payables Phone Number: _____	
Agency # _____	PCA #80142 AOBJ# 1010 T-Code 722/723 Project Phase # 801160 02	
<input type="checkbox"/> Visa/MC# _____ - _____ - _____ Expires: _____		
Name on Card: _____		

Return completed registration form with payment to:  
 DAS State Procurement Training Unit, 1225 Ferry Street SE, U 140  
 Salem OR 97301 (or FAX to 503-373-1626)