

STUDENT REGISTRATION: CONTRACT ADMINISTRATION

Date: **October 15, 2009**
 Time: 8:30 am – 4:30 pm
 Location: TBD
 Salem, OR 97303-3201
 Trainers: Marscy Stone

Training Cost:

\$125.00 Per Person
 Class size limited to 20

CLASS DESCRIPTION: This class provides information relative to the importance of contract administration in the procurement process. Participants will be able to associate contract administration with key regulations, determine what records to include in contract files, and understand best practices that help to successfully administer contracts.

Who should attend? Those employees who purchase goods, supplies, or services; manage contracts; approve expenditures; need certification points; or want to earn their OCAC.

REGISTRATION INFORMATION		
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
PAYMENT METHOD		
<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 01
<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)