

STUDENT REGISTRATION: CONTRACT ADMINISTRATION

Dates: **February 18, 2010**
 Time: **8:30 am – 4:30 pm**
 Location: Roth's IGA - Santiam Room
 1130 Wallace Rd NW
 Salem, OR 97304

Training Cost:
7 points
\$ 125.00 Per Person
Instructor: Marscy Stone
Class Size Limit: 25

Who Should Attend	Course Objectives
<ul style="list-style-type: none"> Advanced Procurement professionals, program and project managers and financial personnel. All persons who help ensure that supplier performance and delivery of goods complies with the statement of work and the terms and conditions of the contract 	<ul style="list-style-type: none"> Learn keys strategies in setting up your contracts for success Receive checklists and templates to aid in contract administration Learn definitions for contract administration, contract management Gain tips for successful kickoff meetings Learn about record keeping and contract files

REGISTRATION INFORMATION		
First Name	Middle Initial	Last Name
Agency Name	Division Name	
Agency Address		
Agency City	Agency State	Agency Zip/Postal Code
Work Phone Number	Work Fax Number	Work Email Address
Agency Director's Name:		Direct Supervisor's Name:

PAYMENT METHOD	
<input type="checkbox"/> Check# _____ Payable To: DAS Procurement Training Unit	Accounts Payable Contact: _____ Payable Phone Number: _____
<input type="checkbox"/> INVOICE Agency Agency# _____	Agency Billing Address: _____ _____
PCA# 80142 AOBJ# 1010 T-Code 722/723 Project Phase # 801160 16	
<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, U140 Salem OR 97301 or FAX (503) 373-1626