

STUDENT REGISTRATION: WRITING A SOW

Date: **November 12, 2009**
 Time: 8:30 am – 4:30 pm
 Location: ODOT HRC – Suite C
 2775 19th St SE (Off McGilchrist)
 Salem, OR 97303-3201
 Trainers: Greg Hopkins

Training Cost:

\$125.00 Per Person
 Class size limited to 20

CLASS DESCRIPTION: This class focuses on the following: elements in an effective SOW; handouts and examples; clearly stating what you mean and the basic process of writing a SOW; and tips on proper grammar and punctuation.

Who should attend? State employees who purchase goods, supplies, or services; manage contracts; approve expenditures; or need certification points.

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 09
<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)