



Introduction to State Purchasing (1000W)

Quick Facts

LENGTH
Self Paced

**CONTACT
HOURS**
8

START TIME
Self Paced

END TIME
Self Paced

Course Description:

The purpose of this training session is to provide you with an introduction to the terms, processes, and regulations of State Purchasing. The focus of this course is to discuss principals and concepts rather than the step-by-step procedures.

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:

- Overview of Governmental Purchasing
- Setting Proper Standards
- Public Purchasing in the State of Georgia
- The 7-Stage Process and The Purchasing Cycle
- Methods of Purchasing
- The Solicitation Process
- Evaluating Responses and Making Awards
- Other State Purchasing Issues

Prerequisites:

None