



Quick Facts
LENGTH 1 day
CONTACT HOURS 5
START TIME 9:00 AM
END TIME 3:00 PM

How to Conduct a Self-Audit (Compliance)

Course Description:

The purpose of this training session is to provide guidance on how to conduct a self-audit of purchasing activities within an organization. The course provides resources and tools to use in establishing proper standards and internal controls.

Audience:

Professionals whose responsibilities include reviewing purchasing activities at the entity level.

Objectives:

At the completion of this training course, you will be able to do the following:

- Create processes for reviewing various procurement activities and a schedule for review to ensure compliance
- Identify procurement risks; develop strategies to mitigate those risks
- Assess knowledge and skill levels of procurement staff; develop strategies to improve procurement performance
- Review and analyze postings to the GA Procurement Registry
- Identify procurement opportunities through spend analysis; identify errors that can be corrected
- Identify proper documentation which should be maintained in bid and contract files
- Affect procurement "Process Improvement" throughout the organization

Prerequisites:

- Knowledge of the State Purchasing Guidelines (GA Procurement Manual) and State of Georgia Procurement Laws (O.C.G.A. 50-5)
- Basic Knowledge of Excel
- Introduction to State Purchasing