

Webinar on

Purchasing Procedures Implementation

Areas Covered

- How to improve and implement changes to current procurement procedures*
- How to create new Procedures*
- Ways to communicate changes to affected parties*
- Soliciting Input to facilitate change*
- Drafting a new procurement manual*



In this webinar you will also learn of issues that come up and how to manage changes and keep procedures current.

PRESENTED BY:

Ken Jones has been working in the public and non-profit procurement field for over 30 years. He worked for the New York State Office of Taxation and Finance as a Purchasing Assistant from 1985-87 and left there to work for the University at Albany, SUNY where he served as a Purchasing Agent and in 1999 was the Assistant Director supervising and providing training for the Office of Purchasing and Contracts

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

Webinar Description

For Existing Procurement Offices Review What Is Working and What Isn't Working in Your Current Environment...

Ask Customers That You Service to Provide Feedback or a Formal Customer Satisfaction Survey

Meet With Current Stake Holders That Use Your Procurement Documents in their Workflow

Meet With Outside Control Agencies or Departments that Impact Workflow

Based on the Feedback Lay out an Implementation Plan that Will Improve Outcomes

For New Purchasing Offices or New Procedures Review the Stake Holders and Their Needs



Do a Survey of Who Your Customers Are and Then Define Their Needs and Abilities

Establish Work Flow Based on the Procurement Office's Internal Requirements and Needs of the Customers

Draft Internal Forms Such as Purchase Requisition, Purchase Order, Change Order and Vendor Contract

Initiate Internal Controls Such as Authorized Signatures, Levels of Approval, etc

Review the Technologies Available to the Customers and Procurement Staff

Develop a Procurement Manual for the Purchasing Office
Case Study; Creating a Procurement Manual for a Grant Funded Program



Which Rules That Will Have Precedence

Processing Time Limits

Bidding Levels

Sample Documents

Procurement Levels and Approvals

Single and Sole Source Requirements

Changing Procedures From Paper-Based to Electronic Work Flow

Avoiding Pitfalls in Procurement Policies



Who Should Attend ?

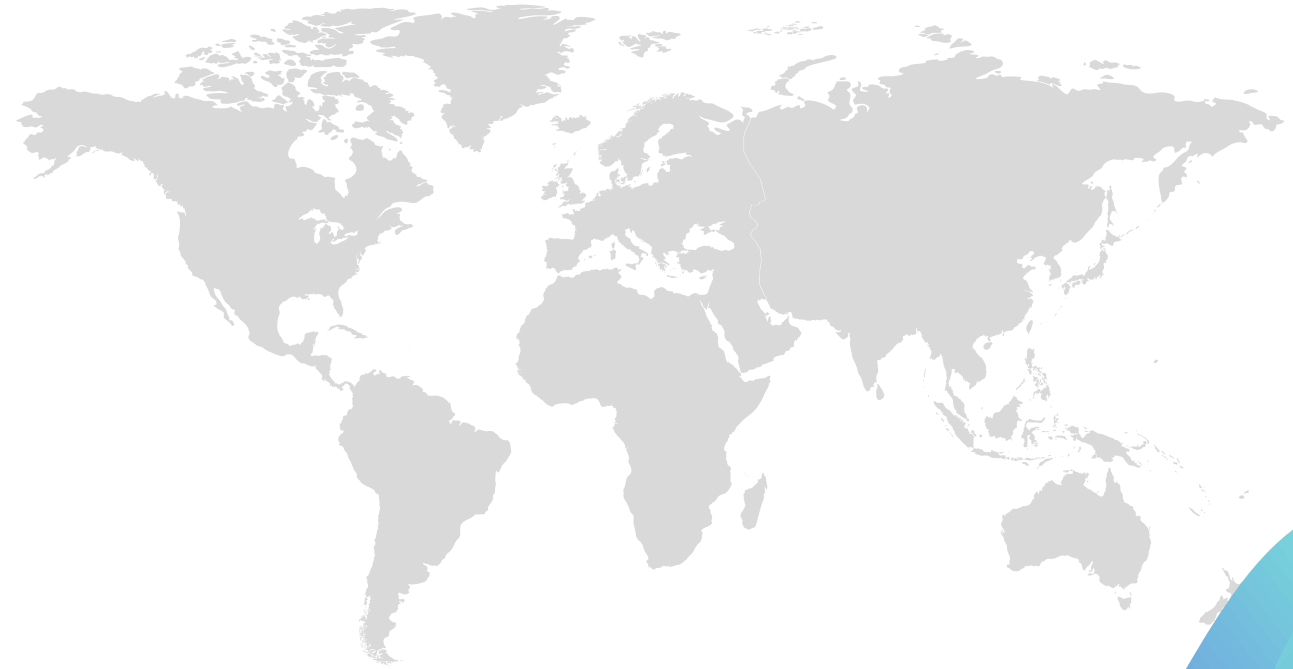
Purchasing Officers

Contract Officers

Accounting Officers

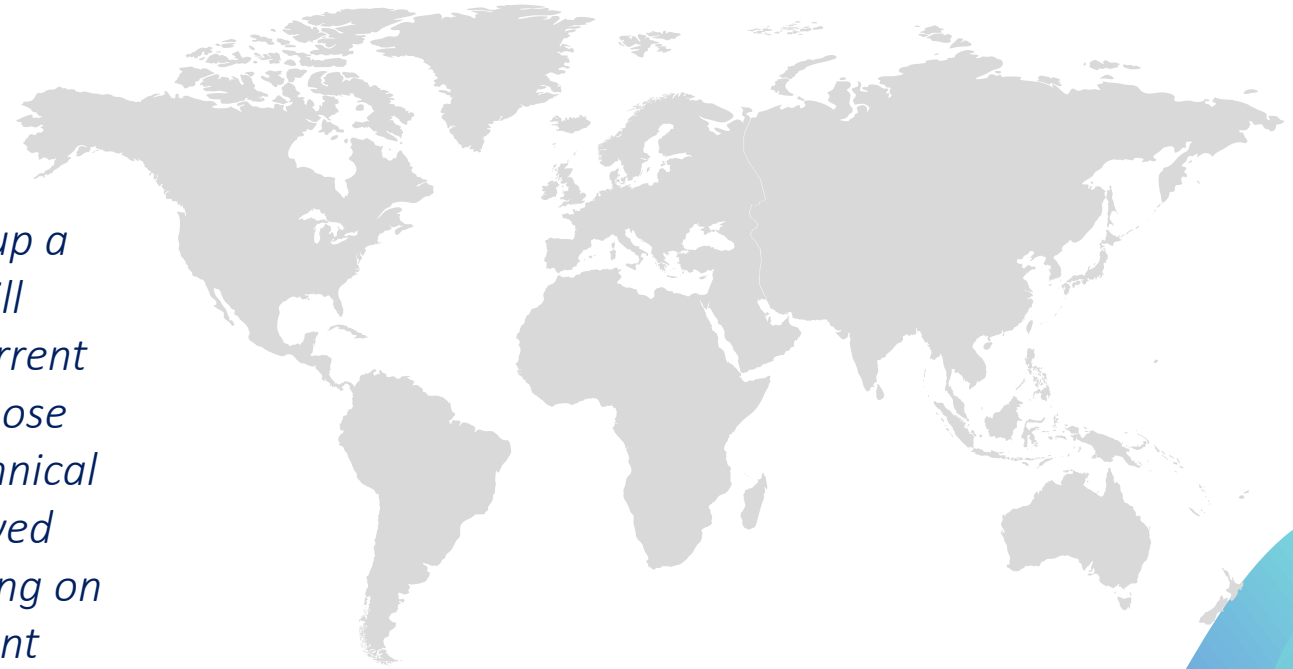
Receiving staff

Compliance Officers



Why Should Attend ?

Ensure you have up-to-date information on policies, procedures, and contracts. You will learn about the different elements that make up a standard procurement procedure. The topic will cover those looking to improve or change a current procurement policy or program and also for those starting from scratch. You will learn about technical areas to include in structuring a new or improved procedure or program and then will follow along on a real case study involving creating procurement manual for a funded program that did not have a customized manual for them to use. You will also learn of issues that come up and how to manage changes and keep procedures current.



To register please visit:

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