

SPO ALERT

Date: 11/17/2020

To: State Agencies

From: State Procurement Office

Re: Procurement 101 Training

Procurement 101				
Course	Session	Date	Time	Location
Procurement 101	ADPROCT101	12/10/2020	10:00 am - 12:00 pm	Virtual

Please join us for an upcoming Procurement 101 training.

Content Description: Procurement 101 discusses the core elements needed to gain foundational knowledge in an area of critical importance to your agency's mission - procurement and contracting for goods and services that serve your clients. This includes defining procurement, its value, and role within government. The course will explore the influence of statutes, regulations, policies and the overall regulatory structure in doing the state's business.

Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers

To register for a webinar visit TraCorp (<https://adoa.server.tracorp.com>), and login:

1. Click on Assigned Content
2. Type in the course number in the search field
3. Click on the down arrow next to the search box and select, "Entire Catalog"
4. Click on the search button, Magnifying Glass icon
5. Click on the search result
6. Click on the "Register" button

Users will receive an email with Webex registration information.

If there are any questions, please feel free to contact Joe Stubblefield, *SPO Training Administrator* at joe.stubblefield@azdoa.gov.