

## SPO ALERT

**Date:** 3/17/2021

**To:** State Agencies

**From:** State Procurement Office

**Re:** SPO Academy Quarter 4 Training Schedule

**SPO Academy Quarter 4 Training Schedule**

Procurement Ethics Training				
Course	Session	Date	Time	Location
Procurement Ethics	ADPROCETH	4/14/2021	10:00 am - 12:00 pm	Virtual

Please join us for an upcoming training on Procurement Ethics!

**Content Description:** A basic discussion of the ethical requirements for state employees whose responsibilities include procurement. The presentation will review sections of the Procurement Code, Conflict of Interest Laws, Criminal Code, and Public Monies Laws in addition to select policies and ethical codes.

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

**Presenters:**  
 Charles A. Grube – AAG, SGD/ACS  
 Jessica R. Klein – AAG, SGD/ACS

**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, *Chief Learning Officer* at [joe.stubblefield@azdoa.gov](mailto:joe.stubblefield@azdoa.gov).

Procurement 101				
Course	Session	Date	Time	Location
Procurement 101	ADPRO101	5/6/2021	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, *Chief Learning Officer* at [joe.stubblefield@azdoa.gov](mailto:joe.stubblefield@azdoa.gov).