



PUR305 Purchasing Management: High-Level Overview of Purchasing Requirements (previously Purchasing for Business Management)

Wednesday, May 8, 2024 | 9 AM to 4 PM

Location: Dallas ISD, 9400 N Central Expressway, Dallas, TX 75231

In-Person Only

This course is designed to provide a high-level management view of purchasing laws, policies, rules and guidelines for business officials who wear many hats that includes purchasing responsibilities. Learners will gain an understanding of legal requirements, ethics in purchasing, procurement guidelines and methods, types of procurement, contract management, records management and purchasing best practices. This course will be beneficial for principals, managers, directors and other administrators with budget and purchasing authority. No Prerequisite.

This PUR305 Purchasing for Business Management course will be in-person only. Course materials, including the final exam, will be accessed online. Attendees should bring a device to the training to access the materials. A test will be given for those taking the course for TASBO certification credit.

FEE: \$195 Member | \$245 Non-Member

Hotel Information: TASBO does not have a room block at any hotel for this course.

CEU/CPE Hours: 6/7

Prerequisite: None

CONDITIONS: Meeting room temperatures are difficult to maintain; always bring a sweater or jacket to ensure comfort. Casual attire is acceptable.

About TASBO Events: If you or (someone attending with you) need ADA assistance to participate, please call us at 512.462.1711.

CANCELLATION POLICY: Cancellations are only accepted in writing. Cancellations received seven (7) working days before the event are cancelled in full, those received one (1) to six (6) working days before the event are cancelled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

Register online at TASBO.org or return completed form by:

Mail: 5920 W. William Cannon, Building 1, Suite 200, Austin, TX 78749

Fax: 512.462.1782

Email: register@tasbo.org (DO NOT email Credit Card info)

<i>Please PRINT clearly.</i>		
Name: _____	Title: _____	
District/Employer _____		
Contact Phone: _____	Email: _____	
Payment Method:	<input type="checkbox"/> PO _____	<input type="checkbox"/> Check Enclosed
		<input type="checkbox"/> Credit Card