

Foundations of School Purchasing – REVISED2

December 17 18th 11:00 AM – 12:00 PM - Basics

- School board authority & procurement authorization
- Law of Agency
- Procurement terms
- Purchase orders – offer to purchase vs. offer to buy (dangers of accepting supplier offers)
- Public procurement theory and responsibility
- Conflicts of interest (school board members)
- School law nuances
- Uniform commercial code

January 21 20th 11:00 AM – 12:00 PM – Identify (Recognize) the Need

February 18 17th 11:00 AM – 12:00 PM - Sourcing

March 18 17th 11:00 AM – 12:00 PM – Evaluation and Award

April 15 14th 11:00 AM – 12:00 PM - Contracts vs Agreements

May 20 19th 11:00 AM – 12:00 PM – Receiving and Payment

June 17 16th 11:00 AM – 12:00 PM – Contract Administration

TBA 11:00 AM – 12:00 PM – Surplus and Disposal