

Purchasing Procedures for Counties (12 hours)

This two-day course covers in detail all of the procedures that county entities are required to follow under Oklahoma's Purchasing Act. Each chapter of the Purchasing Handbook is covered. Regular updates on legislative changes are given along with advice from staff members of the Office of the State Auditor and Inspector. The class is enhanced by using numerous case studies derived from actual situations in counties in Oklahoma.

Credit Hours

County Assessor Basic

County Clerk Basic Certification

County Commissioner Basic Certification/Accreditation

County Sheriff Certification

County Treasurer Advanced II Certification

Testimonials from Participants

- *"I enjoyed the class. I do not work in that area of our office, but I have more insight into that area does now! Thanks"*
- *"I have been to this class twice. Once in Jan 09 and now and this was a very good class. I have learned a lot and it is all making more sense. The first time I took it I had just started in purchasing so did not understand much. Now since I have been doing purchasing, it was very informative."*
- *"Disposing of surplus property & inventory was particularly useful to me."*
- *"I found it all useful. I enjoyed learning how other offices work"*

Course Outline

- I. Purchasing Responsibilities
 - a. County Officers
 - b. State Agencies
- II. Purchasing History
- III. Purchasing Methods with Exercise
 - a. Competitive Bidding
 - i. Specifications
 - ii. Analyzing
 - iii. Public Buildings
 - iv. Reserve Auction
 - b. Lease and Lease Purchase
 - c. Single Purchases
 - d. Emergencies
 - e. Purchasing with other Counties
- IV. Inventory with Exercise
 - a. Identifying
 - b. Disposing
- V. Open Discussion with SA&I Management Services
- VI. Wrap up with Jeopardy Game!