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!