



## **Procurement 101**

**Date: Wednesday, June 10, 2020**

**Registration Deadline: May 31, 2020**

**Time:** 8:00 - 11:30 am Check in begins at 7:30 am

**Who Should Attend:** School Nutrition Directors, Managers, Supervisors, School Business Officials involved in procurement decisions

**Location:** Scheman Building, Iowa State University, Ames

**Cost: No Cost** *Lunch is on your own*

**Description:** Keerti Patel, Consultant will lead a workshop reviewing fundamentals of an effective procurement system.

### **Learning Objectives:**

- Review your written School Procurement Plan and Code of Conduct with Bureau Consultants.
- Manage School Food Authority's (SFA) procurement responsibilities as a member of a Group Purchasing Organization (GPO).

**Professional Standards Key Areas:** Purchasing/Procurement (2400) 3.5 hours

**What to Bring:** Your district's purchasing/bidding policy (found in 700 series), most recent Procurement Plan and Code of Conduct, vendor paid list from school year 2019 – 2020. You are welcome to bring a laptop instead of hard copies.

**Minimum Class Size:** 25

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