



2019 Procurement Training

Presented by:

Business Services Office – Contracts and Purchasing Section

Office of General Counsel

College Procurement Specialists

Intended for: College Presidents, Vice Presidents, AVP's, Deans or Dept. Heads who request or approve purchases, -Purchasing Staff, Receiving Staff, Directors of Facilities and facilities staff involved in procurement, SFP Directors, ASO Advisors and staff responsible for procurement, Accounts Payable Staff, any other College Staff that handle or oversee purchases or contracts.

DATE	CAMPUS	TIME	LOCATION
March 4, 2019	HARBOR COLLEGE	9:30a.m.-3:00 p.m.	SSA 219
March 5 th 2019	WEST L.A. COLLEGE	9:30a.m.-3:00 p.m.	SSB 414
March 6 th , 2019	SOUTHWEST COLLEGE	9:30a.m.-3:00 p.m.	SoCTE MPR
March 8 th , 2019	CITY COLLEGE	9:30a.m.-3:00 p.m.	Student Union Building., Multi-purpose Room, 3 rd Floor
March 12, 2019	TRADE-TECH COLLEGE	9:30a.m.-3:00 p.m.	TE-101
March 19 th , 2019	EAST L.A. COLLEGE	9:30a.m.-3:00 p.m.	F5 Campus Center, 2 nd Floor
March 20, 2019	VALLEY COLLEGE	9:30a.m.-3:00 p.m.	Administration & Career Advancement Building, Conference Room 2505
March 21, 2019	PIERCE COLLEGE	9:30a.m.-3:00 p.m.	Great Hall
March 22, 2019	MISSION COLLEGE	9:30a.m.-3:00 p.m.	Culinary Arts Building, Arroyo Room

Please reserve your attendance to Arthur Babb via email at babbaf@email.laccd.edu by no later than February 28, 2019.