



## **COLUMBIA CHAPTER PORTLAND, OREGON**

### **PURCHASING AS A SECOND LANGUAGE**

**April 24, 2008**

City of Hillsboro  
Civic Building  
150 East Main Street  
Hillsboro, Oregon 97123

#### **YOU WILL LEARN:**

- Quote Process
- Exceptions to Quote Requirements
- Specification Preparation
- Blanket Order Processing
- Receiving
- Shipping Terms
- Payment Terms & Payment Procedures
- Purchasing Ethics
- Centralized /Decentralized Trends
- Federal, State & Local Legal Requirements

#### **Presenters:**

**Paul Edwards, CPPO, CPPB**  
Purchasing Agent  
City of Hillsboro

**Leslie A. Johnson CPPB**  
Senior Buyer  
Washington County

**Kevin Yin, CPPB**  
Procurement Supervisor  
City of Portland

**Brian R. Smith, MPA, PMP**  
Procurement and Contract Supervisor  
Multnomah County

**Cinna'Mon Williams, CPPB, MCA**  
Purchasing Supervisor  
Housing Authority of Portland

#### **Cancellation Policy:**

1. Refunds will be given only for cancellations received in writing fourteen (14) days prior to the seminar start date.
2. Refunds of 50% will be given if cancellation is received less than fourteen (14) days of the seminar starting date.

#### **Registration and Parking:**

On-site registration will begin at 8:00 a.m. Class will be held from 8:30 a.m. to 5:00 p.m. Easy access by MAX Light Rail is available as well as parking available for those who drive.

**Registration Fee and Refreshment Information:**

The cost of the class will be \$125.00. The fee includes morning and afternoon beverages and morning pastries. Lunch will be own your own and we will supply a list of local restaurants for your convenience.

| <b>Registration Form</b>  |   |
|---|---|
| Name: _____   |   |
| Title: _____  |   |
| Agency: _____   |   |
| Address: _____<br>_____   |   |
| Email Address: _____  |   |
| Phone: (     ) _____     FAX: (     ) _____   |   |
| PAYMENT ENCLOSED<br>\$ _____<br><br>Please Invoice:<br>P.O. # _____<br><br><b>(PSL 08)</b>  | MAIL Payment and Registration to:<br><br><b>Columbia Chapter – NIGP</b><br>Michael Westerman, CPPO<br>Purchasing Manager<br>Clark County<br>P.O. Box 5000<br>Vancouver, WA 98666<br><br>Phone: (360) 397-2323<br>Fax : (360) 397-6027 |
| Payment, payable to <b>Columbia Chapter - NIGP</b> , should accompany this form.<br>Late registrations or payments received after attendance will be subject to an additional \$25 processing fee.<br>Send a separate copy of registration form for each attendee. Retain copy of this form for your records. |   |

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