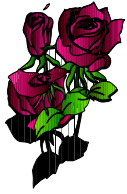


NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING, INCORPORATED



COLUMBIA CHAPTER PORTLAND, OREGON PURCHASING AS A SECOND LANGUAGE



NOVEMBER 3rd, 2005

Multnomah ESD

**11611 NE Ainsworth Circle
Portland, Oregon**

YOU WILL LEARN:

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

PRESENTERS:

Christine Moody, CPPB
Procurement Supervisor
City of Portland

Paul Edwards, CPPO, CPPB
Purchasing Agent
City of Hillsboro

Leslie Johnson, CPPB
Senior Buyer
Washington County

Who should attend?

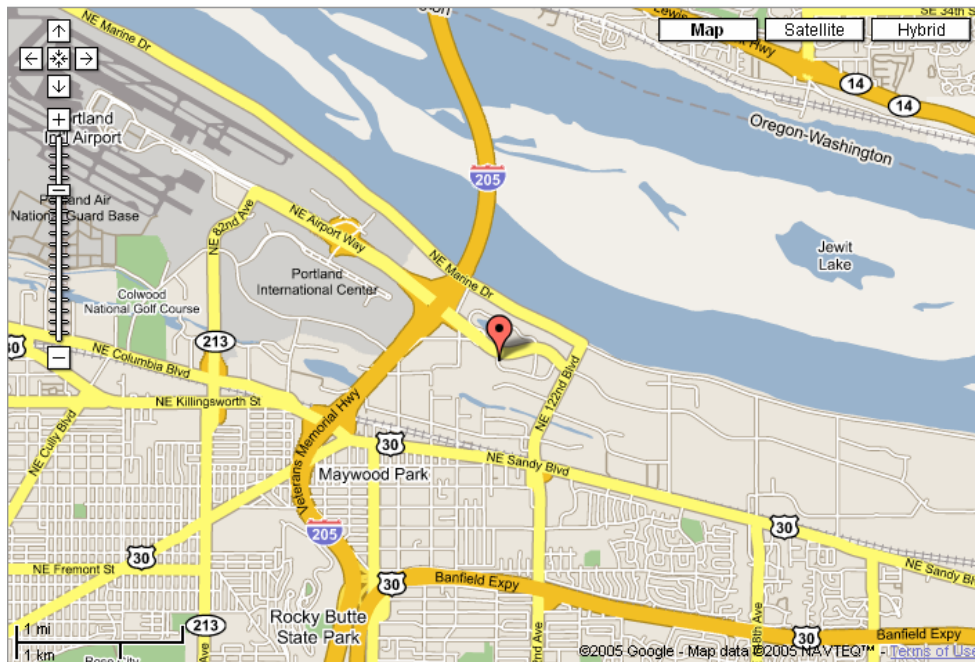
Individuals who have been assigned purchasing duties as part of their job responsibilities.

Cancellation Policy:

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

Registration and Parking:

On-site registration will be held at 8:00 a.m. Class will be held from 8:30 a.m. to 5:00 p.m. Easy access by Max Train or Parking is available for those who drive.



Registration Fee and Refreshment Information:

Cost of the class will be \$115. Fee includes morning & afternoon beverages, and morning danish.

Registration Form	
<p>PAYMENT ENCLOSED</p> <p>\$ _____</p> <p>Please Invoice:</p> <p>P.O. # _____</p>	<p>Name: _____</p> <p>Title: _____</p> <p>Agency: _____</p> <p>Address: _____</p> <p>_____ Zip _____</p> <p>Phone: () _____ FAX: () _____</p> <p>Email address _____</p>
<p>Class Code: (PSL 11-05)</p>	<p>MAIL Payment and Registration to:</p> <p>Columbia Chapter – NIGP Mike Westerman, CPPO Purchasing Manager Clark County Purchasing P.O. Box 5000 Vancouver, WA 98666-5000 Phone: (360) 397-2323 FAX: (360) 397-6027</p>
<p>Payment, payable to Columbia Chapter - NIGP, should accompany this form. Late registrations or payments received after attendance will be subject to an additional \$25 processing fee. Send a separate copy of registration form for each attendee. Retain copy of this form for your records.</p>	

HOSTED BY COLUMBIA CHAPTER - NIGP