



STUDENT REGISTRATION: ORPIN - JUST THE BASICS

Date: **February 8, 2010** (8:30am – 12:00pm)

Location: ODOT HRC (Human Resource Center), Suite B
2775 19th St. SE (Off McGilchrist)
Salem, OR

Training Cost:
3.5 points
\$ 75.00 per person

Class Size Limit: 12

Who Should Attend	Course Objectives
<ul style="list-style-type: none"> • Anyone new to the state's e-Procurement System • Contract Assistants, PC1, PC2 and PC3 • Finance personnel • Support Staff 	<ul style="list-style-type: none"> • Learn fast & efficient ways to look up statewide price agreements, • Create and issue ORS 190 reporting • Perform steps for posting an amendment • Customize your ORPIN profile

REGISTRATION INFORMATION

First Name	Middle Initial	Last Name
Agency Name	Division Name	
Agency Address		
Agency City	Agency State	Agency Zip/Postal Code
Work Phone Number	Work Fax Number	Work Email Address
Agency Director's Name:	Direct Supervisor's Name:	
Accounts Payable Contact:	Payables Phone Number:	

PAYMENT METHOD

<input type="checkbox"/> Check# _____ Payable To: DAS Procurement Training Unit	Accounts Payable Contact: _____ Payable Phone Number: _____
<input type="checkbox"/> INVOICE Agency Agency# _____	Agency Billing Address: _____ _____
	PCA# 80142 AOBJ# 1010 T-Code 722/723 Project Phase # 801160 16
<input type="checkbox"/> Visa/MC# _____ - _____ - _____ Expires: _____	
Name on Card: _____	

Return Completed Registration form with payment to:
DAS State Procurement Training Unit, 1225 Ferry Street SE, Salem OR 97301 or FAX (503) 373-1626