



CHECKLIST

FUNDAMENTALS OF PROCUREMENT (\$10,000 - \$150,000)

Procurement Training Law ORS279A.159 requires staff who conduct a procurement to be adequately trained. Use this checklist to help determine if you need training.

Does the following apply to you?

- I have and exercise procurement authority over \$10,000 but less than \$150,000 for my agency.

If you answered yes to the question above, you are responsible for conducting a procurement and must complete one of the following Learning Events or have a valid Oregon Procurement Basic Certification by December 31, 2018:

- Fundamentals of Procurement (\$10,000 - \$150,000); or
- Principles of Public Procurement (\$10,000 - \$150,000 and greater)