

**FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.**

**PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS**

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For more information, please visit our Website at <http://www.fappo.org/>  
Registration forms will be available at least 6 – 8 weeks prior to seminar dates

**Course Title:** INTRODUCTION TO PUBLIC PROCUREMENT  
**Dates:** 3-DAYS – MAY 20, 21, 22, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**Contact hours:** 24 hours  
**UPPCC\* Re-Certification points:** 3  
**CEU Units\*\*:** 2.25

**General Description:**

The work of public procurement is no longer a clerical function performed independently by various people throughout different agencies or departments within a government entity. This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

**Intended Audience:**

This course is intended for individuals interested in an overview of procurement functions for the purpose of understanding the basic elements that underlie all areas of public procurement. Any government employee who has delegated authority to purchase goods and services on behalf of the government should take advantage of this class. Discussion and content is relevant for those outside the profession, who are impacted by the public procurement environment.

**Prerequisites:**

There are no prerequisites for this class. Successful participants will either be new to the profession or have less than one year of experience and anyone employed in various positions within the government.

**DATE:** MAY 20, 21, 22, 2009

**LOCATION:** Dan P. McClure Auditorium Board Room “DMA”  
5900 Auditorium Lane  
Sarasota, FL 34243

**HOTEL:** Hilton Garden Inn  
8270 N. Tamiami Trail Lane  
Sarasota, FL 34243

**PHONE:** 941-552-1100

**ROOM RATES:** \$189.00 king; \$169.00 double