

**Checks should be made payable to:  
Treasurer State of Maine**

Please return your registration form  
and payment to:

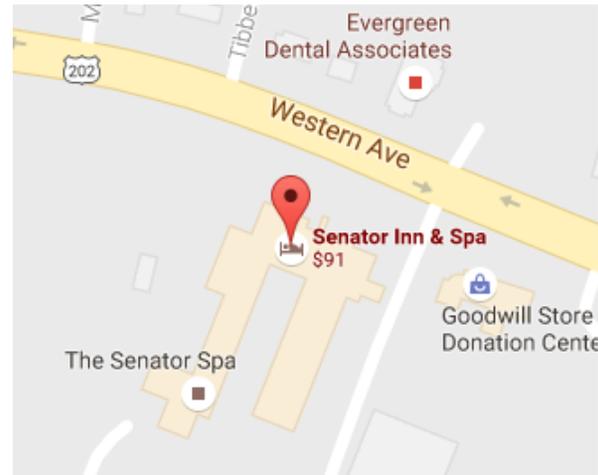
ATTN: Alissa Mank  
Maine Department of Education  
23 State House Station  
Augusta, ME 04333

For questions please email:  
alissa.m.mank@maine.gov  
Or call (207) 624-6842



This institution is an equal opportunity provider

## Directions To Senator Inn & Spa



**The Senator Inn & Spa** is located on  
Rt. 202W (Western Avenue) in Augusta.  
From the interstate and points South,  
bear right, off Exit 109 on I-95 & the  
Maine Turnpike. From the North, take Exit  
109A off I-95 & loop around the exit,  
bearing right finally toward Augusta. The  
Senator is directly on the right just after  
the exit ramp.

# Procurement Training



**November 10, 2016**

**Senator Inn & Spa  
284 Western Ave.  
Augusta, ME 04330**

**November 10, 2016**

- 7:30am Registration**
- 8:00am Meet & Greet**
- 8:15am Welcome**
- 12:00pm Lunch**
- 4:00pm Closing Remarks**

**Procurement**

*A reintroduction to correct procurement*

*practices needed when purchasing for*

*federal programs. The USDA Northeast*

*Regional Office Procurement Specialist will*

*lead the training and help everyone*

*understand the correct methods.*

**This training counts towards professional development hours.**

**What is Procurement?**

**What types of Procurement can I use?**

**Do I need to send everything to bid?**

**What is micro purchasing?**

**Participants Should Know:**

- What the small threshold for purchasing is in their district.
- Who is the approver for purchases for food, contract services, and utilities.

**REGISTRATION FORM**

One Registration Form Per Participant

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RSU/District:

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Participant's Name & Title

Billing Address:

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Contact Number:

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Email:

**Payment is Due Prior to Event**

Cost- \$45.00

*If you have special needs or food allergies, please inform us here:*

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Please complete and return this registration form no later than November 1, 2016 with your registration fee

*Please see other side for payment instructions...*