

## **Procurement Clinics**

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Who: Anyone who submits contracts: All Clerks, all Typists, all Secretaries, all Management Assistants, all Principals, all Managers, all analysts.

The Procurement Department will hold twice-monthly clinics to:

- Give presentations on topics related to procurement (see Procurement website for details)
- Answer ANY questions and concerns regarding purchasing, contracts, and insurance.

The meetings will be held the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month. If you know of anyone that could benefit from the training, please ask them to attend. **The clinics will be held via Google Meet.**

o Times:

- 2<sup>nd</sup> Wednesday 10:00 am – 11:30 am; <https://meet.google.com/kyb-stai-cjv>
- 4<sup>th</sup> Wednesday 1:00 pm – 2:30 pm; <https://meet.google.com/doi-arrrd-hbk>

Please take advantage of this opportunity to better understand the procurement process. Much has changed in the last year.