

Procurement Clinics

Arthur Marcelo, Director of Procurement

marceloa@sfusd.edu

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 2nd and 4th 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:

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

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