

ASBO WORKSHOP

FOUNDATIONS OF MARYLAND SCHOOL BUSINESS MANAGEMENT Elements of School Purchasing



When October 4, 2013 9:00 AM – 4:00 PM

Where Anne Arundel County Public Schools, Professional Growth & Development Center
| 2671 Carver Road | Gambrills, MD 21054 |

What ASBO is about building leadership and management skills in our current and upcoming public school leaders which is critical to the efficiency of our profession. Now more than ever, with these uncertain economic times school business officials must synchronize the actions of business units and the goals of the educational institution so that our precious educational resources are expended in the most efficient manner possible, especially in the classroom.

This workshop was established for all school business officials, for aspiring leaders in schools and support services, bookkeepers and new employees engaged in the purchasing activities including decision making process of those activities and the need of a working knowledge of the rules, principles, and procedures for governmental purchasing as it applies to Maryland Local Education Agencies (LEAs).

Attendees will benefit by gaining an understanding of the purchasing requirements for School Finance Operations for Maryland School Districts. Students will be able to demonstrate the ability to:

- Apply generally accepted practices and procedures in the purchasing process
- Administer an integrated electronic management system to maintain the purchasing process
- Formulate bid requirements for specifications, advertisements, and selection
- Analyze e-procurement issues
- Develop a system to manage and track inventories and distribution
- Develop a program for the acquisition, maintenance, repair, and disposal of equipment
- Develop a system for the financial analysis of life cycle costs and quality control
- Ensure the management systems for tracking inventories are in place and identify effective internal controls

Registration Form on Page 2

Watch for our upcoming courses including our new School Information Technology; our new Food and Nutrition Services course, and our new School Safety and Risk Management course in 2014. Also coming soon watch for future offerings in School Activity Funds, School Leadership & Management, and School Budgeting & Planning coming in 2014 - 2015!

FOUNDATIONS OF MARYLAND SCHOOL BUSINESS MANAGEMENT
Elements of School Purchasing for MD Public Schools
October 4, 2013 | 9:00 am – 4:00 pm

Registration

Cost: ASBO Members \$60.00 Non Members \$75.00

Name: _____ School System: _____

Payment Amount: \$ _____ Credit Card Type : _____

Name on Credit Card (if different): _____

Card Number: _____ Expiration Date: _____

eMail Address: _____ Phone Number: _____

Registration closes September 30, 2013

Please fax this sheet to Ed Fields at 410-588-5309

And

Please forward payment (checks made payable to ASBO MD/DC) to:

ASBO MD/DC
Attn: Ed Fields
Harford County Public Schools
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