

Center for Government Services
Edward J. Bloustein School of Planning & Public Policy
33 Livingston Avenue
New Brunswick, NJ 08901-1979
732/932-3640, ext. 644, Fax: 732/932-3586
www.policy.rutgers.edu/cgs

PUBLIC PURCHASING Fall 2006

| TITLE/NUMBER/HOURS | LOCATION | FEE | DAY/DATE/TIME | INSTRUCTOR |
|---|---|-------|---|---|
| Principles of Public Purchasing I #7396A 30 hrs | Haskell/Wanaque Passaic County College Wanaque Academic Center Room W112 400 Union Ave. | \$546 | Fri./Sat.* 9/16*, 22, 29, 30* 9:00a.m. – 4:00p.m. Wednesday 10/11 6:00p.m. – 9:00p.m. 5 Sessions | <i>Thomas Carroll</i> Business Administrator Borough of Wanaque |
| Principles of Public Purchasing I #7396B 30 hrs | Plainsboro Municipal Building Courtroom 641 Plainsboro Road | \$546 | Fridays 10/6, 13, 20, 27 8:30a.m. – 4:30p.m. Tuesday 10/31 8:30a.m. – 10:30a.m. 5 Sessions | <i>Francine Shames</i> Purchasing Officer Twp. of Plainsboro |
| Principles of Public Purchasing I 7396C 30 hrs | Cape May Court House Rutgers Cooperative Extension Services 335 Court House/ South Dennis Road | \$546 | Fridays 10/13, 20, 27, 11/3 9:00a.m. – 5:00p.m. 4 Sessions | <i>Gordon Ball</i> Purchasing Officer City of Wildwood |
| Principles of Public Purchasing I #7396D 30 hrs | Blackwood Camden County Health Services Ctr. Conference Room 20 North Woodbury/ Turnersville Rd. | \$546 | Wednesdays 9/13, 20, 27, 10/4, 11, 18, 25, 11/1, 8, 15 6:00p.m. – 9:00p.m. 10 Sessions | <i>Kevin McGahey</i> Director of Materials Management Camden County Health Services |
| Principles of Public Purchasing II #7397A 30 hrs | Wyckoff Memorial Town Hall Courtroom 340 Franklin Ave. | \$556 | Thursdays 9/28, 10/5, 12, 19, 26 9:00a.m. – 4:00p.m. 5 Sessions | <i>Robert Shannon</i> Administrator Town of Wyckoff |
| Principles of Public Purchasing II #7397B 30 hrs | Lacey Township Middle School Denton Ave. | \$556 | Mon./Wed.* 9/18, 20, 25, 27, 10/2, 4, 11, 16, 18, 23 6:30p.m. – 9:30p.m. 10 Sessions | <i>Tammy Fetherman</i> Purchasing Agent Lacey Municipal Utilities Authority |
| Principles of Public Purchasing III #7398A 30 hrs | Franklin Lakes Municipal Building De Korte Dr. | \$546 | Wed./Thur* 10/4, 11, 19, 25*, 11/1 9:00a.m. – 4:00p.m. 5 Sessions | <i>Robert Hoffman</i> Borough Administrator Borough of Franklin Lakes |

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|--|--|------------|---|---|
| Principles of Public Purchasing III #7398B 30 hrs | Somerville Somerset County Administration Bldg. HR Training Rm., 3 rd Fl. 20 Grove Street | \$546 | Wednesdays 10/4, 11, 18, 25, 11/1 9:00a.m. – 4:00p.m. 5 Sessions | <i>Mary Louise Stanton</i> Purchasing Agent County of Somerset |
| Principles of Public Purchasing III 7398C 30 hrs | Blackwood Camden County Health Services Ctr. Conference Room 20 North Woodbury/ Turnersville Rd. | \$546 | Tuesdays 9/12, 19, 26, 10/3, 10, 17, 24, 31, 11/7, 14 6:00p.m. – 9:00p.m. 10 Sessions | <i>Millicent Davis</i> Purchasing Supervisor Township of Gloucester Board of Education |
| Local Public Contracts Law* #7399A 12 hrs | Piscataway Rutgers University Livingston Campus Student Center College Room A 84 Joyce Kilmer Ave. | \$289 | Wednesdays 9/13, 20 8:30a.m. – 4:00p.m. 2 Sessions | <i>Joseph A. Valenti</i> Bureau Chief Local Mgt. Services Div. Local Gov't Svs. DCA, Trenton |
| Introduction to Public Purchasing* #7401A 4 hrs | New Brunswick Rutgers University Bloustein School Room 112 33 Livingston Ave. | \$88 | Thursday 9/14 9:00a.m. – 1:00p.m. 1 Session | <i>Joyce Miller</i> Purchasing & General Services Admin. Township of Franklin (Somerset County) |
| Introduction to Public Purchasing* #7401B 4 hrs | Haskell/Wanaque Passaic County College Wanaque Academic Center, Room W115 400 Union Ave. | \$88 | Friday 10/27 9:00a.m. – 1:00p.m. 1 Session | <i>Thomas Carroll</i> Business Administrator Borough of Wanaque |
| The Bidding Process* #7402A 4 hrs | New Brunswick Rutgers University Bloustein School Room 253 33 Livingston Ave. | \$88 | Thursday 10/26 9:00a.m. – 1:00p.m. 1 Session | <i>Ron Prykanowski</i> Purchasing Agent Twp. of Montgomery |
| Working With Vendors* #7403A 4 hrs | New Brunswick Rutgers University Bloustein School Room 253 33 Livingston Ave. | \$88 | Thursday 10/19 9:00a.m. – 1:00p.m. 1 Session | <i>Carolyn McKnight</i> Purchasing Agent City of Newark |
| Public School Purchasing* #7405A 12 hrs | New Brunswick Rutgers University Bloustein School Room 253 33 Livingston Ave. | \$264 | Wednesdays 10/11, 18 9:00a.m. – 4:00p.m. 2 Sessions | <i>James Shoop</i> Assistant Board Secretary/ Purchasing Agent Passaic Board of Ed. |
| Specification Writing* #7408A 4 hrs | New Brunswick Rutgers University Bloustein School Room 112 33 Livingston Ave. | \$88 | Thursday 9/28 9:00a.m. – 1:00p.m. 1 Session | <i>Ron Prykanowski</i> Purchasing Agent Twp. of Montgomery |

| TITLE/NUMBER/HOURS | LOCATION | FEE | DAY/DATE/TIME | INSTRUCTOR(S) |
|---|---|-------|---|--|
| Municipal Finance Administration for Public Purchasing Personnel #7410A 26 hrs | Paterson Passaic County Procurement Center 495 River Street 2 nd Floor | \$493 | Mondays 9/11, 18, 25, 10/2, 9, 16 4:00p.m. – 9:00p.m. | <i>Gerald F. Volpe</i> Director of Purchasing County of Passaic |
| Municipal Finance Administration #7216A 26 hrs | New Brunswick Rutgers University Bloustein School Room 253 33 Livingston Ave | \$493 | Wednesdays 9/6, 13, 20, 27, 10/11, 18, 25, 11/1, 8 6:30p.m. – 9:30p.m. 9 Sessions | <i>Roger E. Pribush</i> CMFO/CTC |
| Municipal Finance Administration #7216B 26 hrs | Wayne Municipal Building Health Room #2 475 Valley Rd. | \$493 | Wednesdays*/Fridays 9/8, 15, 29, 10/4*, 11*, 20, 27, 11/1*, 8* 1:30p.m. – 4:30p.m. 9 Sessions | <i>Alan P. Negreann</i> Administrator/CFO Borough of River Edge |
| Municipal Finance Administration #7216C 26 hrs | Westampton Burlington County Inst. of Technology 695 Woodlane Rd. | \$493 | Tuesdays 9/12, 19, 26, 10/3, 10, 17, 24, 31, 11/7 6:30p.m. – 9:30p.m. 9 Sessions | <i>Howard Izes</i> Bureau Chief Local Gov't Services DCA, Trenton |
| Municipal Finance Administration #7216D 26 hrs | Freehold Township High School 281 Elton Adelphia Rd. (Rte. 524) | \$493 | Tuesdays/Thursdays* 9/26, 28*, 10/3, 5*, 10, 12*, 17, 19*, 24* 6:30p.m. – 9:30p.m. 9 Sessions | <i>Suzanne Veitengruber</i> CMFO/RMC |

* Food service will be provided at these courses.

PUBLIC PURCHASING REGISTRATION INFORMATION

Please complete registration form found below, in brochure or online: www.policy.rutgers.edu/cgs. Enclose a check, voucher or credit card information with the registration form and mail to the address indicated. Make checks payable to Rutgers, The State University.

If your business or home address has changed since you last registered for a class, please check the appropriate box on the registration form.

WITHDRAWAL

CGS will refund the full course fee less a \$25.00 processing charge to any student who notifies CGS in writing of his/her intent to withdraw. Notices of withdrawal must be submitted at least 48 hours before the course is scheduled to start.

RETURNED CHECK

There is a \$25.00 fee for all returned checks.

Failure to pay for the course will prevent future registrations and result in withholding of course certificate.

EDUCATION CREDIT

Selected courses in the financial management program area now qualify for CEU credit toward renewal of the CFO license. Call the center at 732/932-3640 ext. 644 for more information.

CPE CONTINUING EDUCATION CREDIT

The financial management courses required for certification as a Municipal Finance Officer or County Finance Officer are approved by the New Jersey State Board of Accountancy for CPE credit under Rutgers University sponsor number 703.

Public Purchasing Program, Center for Government Serves; Rutgers, The State University
33 Livingston Avenue; Suite 200; New Brunswick, NJ 08901-1979, 732/932-3640 x 644, fax: 732/932-3586.

In order to enroll in a course, all prerequisite courses **must** be completed.

I wish to register for: _____ Course # _____

Prerequisite course completed _____ Completion Date _____ Location _____

Name _____ Social Security # _____

Title _____

Home Address _____

Home Phone _____ Business Phone _____ Fax _____

Employer _____

Business Address _____

Email Address: _____

Check, voucher, or credit card information must accompany registration.

Make check or voucher payable to Rutgers, The State University.

Amount: \$ _____ Method of Payment (Circle One) Check Voucher VISA Mastercard

Credit Card Number _____ Exp. Date _____

Signature _____