



STUDENT REGISTRATION: ORPIN - JUST THE BASICS

Date:

(Place a "check-mark" next to your session of attendance)

November 12, 2009 (8:30am – 12:00)

Training Cost:

\$ 75.00 per person

Location: General Services Bldg – DAS East
1225 Ferry Street SE
Salem, OR 97301
Basement – Mt Hood Computer Lab

Class Size Limit: 18

Trainer: Kelly Stevens-Malnar

Who Should Attend	Course Objectives
<ul style="list-style-type: none"> Anyone new to the state's e-Procurement System Contract Assistants, PC1, PC2 and PC3 Finance personnel Support Staff 	<ul style="list-style-type: none"> Learn fast & efficient ways to look up statewide price agreements, Create and issue ORS 190 reporting Perform steps for posting an amendment Customize your ORPIN profile

REGISTRATION INFORMATION

First Name	Middle Initial	Last Name
Agency Name		Division Name
Agency Address		
Agency City	Agency State	Agency Zip/Postal Code
Work Phone Number	Work Fax Number	Work Email Address
Agency Director's Name:		Direct Supervisor's Name:
Accounts Payable Contact:		Payables Phone Number:

PAYMENT METHOD

<input type="checkbox"/> Check# _____ Payable To: DAS Procurement Training Unit	Accounts Payable Contact: _____
<input type="checkbox"/> Electronic Transfer BT# _____	Payable Phone Number: _____
Agency# _____	PCA# 80142 AOBJ# 1010 T-Code 722/723 Project Phase # 801160 35
<input type="checkbox"/> Visa/MC# _____ - _____ - _____ Expires: ____/____	
Name on Card: _____	

Return Completed Registration form with payment to:
DAS State Procurement Training Unit, 1225 Ferry Street SE, Salem OR 97301 or FAX (503) 373-1626