

***SPECIAL COURSE OFFERING***

**PUBLIC SCHOOL PURCHASING**

**Fee: \$461**

**Twelve (12) Continuing Education Contact Hours for QPAs**

Thursday, November 9 & Tuesday, November 14, 2017

9:00 AM – 4:00 PM

2-day, 12 hour program

Course ID: PP-2207-FA17-1

**Instructor:** James Shoop, BA/PA, Passaic Board of Education, Retired

**Location:** New Brunswick  
Rutgers University  
Center for Government Services  
303 George Street, 6<sup>th</sup> Floor  
Classroom A

Parking is available in  
deck behind building.  
55 New Street @ reduced rate  
Access on New Street.  
Bring stub to class for validation

This 2-day course addresses issues that school board purchasing personnel deal with regularly. It reviews the Public Schools Contracts Law to enhance the effective purchasing practices of supplies and equipment, cooperative purchasing procedures, change order regulations and certification of funds. The course emphasizes the importance of standardized procedures and effective communication between purchasing personnel and the administration.

**Continuing Education Credit:** Credit will be available as follows:

DCA/DLGS state certifications:

Course Number DLGS-RUTGERSCGS-8:

12 contact hours for

QPA: procurement procedures

CMFO/CCFO: financial and debt management

RMC: finance

CPWM: government

RU/CGS certification for RPPO/RPPS: 12 contact hours in public purchasing

CPA certification: Sponsor Number 703, 6 CPE credits in Finance

**Continental breakfast and lunch are included. Enrollment is limited; please register early.**



**Center for Government Services**  
Rutgers  
The State University of New Jersey  
303 George Street, Suite 604  
New Brunswick, NJ 08901-2020

<http://cgs.rutgers.edu/>  
cupano@rutgers.edu  
732-932-3640  
Fax: 732-932-3586

Please complete and mail or fax, with payment information, to:

Public School Purchasing Program  
Center for Government Services; Rutgers, The State University of New Jersey  
303 George Street; Suite 604; New Brunswick, NJ 08901-2020  
Telephone: 732-932-3640, ext. 644, Fax: 732/932-3586.

**I wish to register for**

**PUBLIC SCHOOL PURCHASING**

Course ID: PP-2207-FA17-1 on 11/9 & 14, 2017, 9:00 AM – 4:00 PM, Fee: \$461, New Brunswick

**Personal Information:**

Name Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_

Business Address \_\_\_\_\_

Home Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Extension \_\_\_\_\_ Fax \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address 1: \_\_\_\_\_

Email Address 2: \_\_\_\_\_

**Payment Information:**

Check or voucher must accompany registration form. Make check or voucher payable to Rutgers, The State University of New Jersey. Mail to the above address.

**In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at:**

<http://cgs.rutgers.edu>

**Click on the red “REGISTER NOW” button.**

There is a \$25 fee for course withdrawals and/or returned checks.



## Center for Government Services

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## REGISTRATION INFORMATION

Courses are scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the Center's website: [www.cgs.rutgers.edu](http://www.cgs.rutgers.edu)

**Enrollment:** A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and on-line registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved. Students may now register online with a credit card or e-check. Go to <http://cgs.rutgers.edu> and click on the "Register Now" link in the left column.

To ensure that course materials are available the first session of your course, it is strongly recommended you register at least one week prior to the course start date.

In-person registrations at the course location on the night of the first class are considered "walk-ins." Walk-ins are accepted but not encouraged and will be assessed a \$15 late registration fee. In addition, walk-in students must complete an "Agreement-to-Pay Form" and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

**Course Fees and Payment:** Payment for a student's participation in a course can be obtained using the following four methods:

- 1) Credit card payment by mail, in-person or fax (Visa, Master card, Discover or American Express)
- 2) Check or money order payment by mail or in person
- 3) Authorized voucher or purchase order received via mail or fax
- 4) On-line with credit card or e-check (only)

Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

**Financing:** If financing is needed, apply for the Sallie Mae Smart Option Student Loan as soon as possible at [www.salliemae.com/00262990](http://www.salliemae.com/00262990).

**Late Fees:** Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

**Returned Check Fee Policy:** There is a \$25 fee for all checks that are returned to CGS. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

**Withdrawals/Transfers:** All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 2 business days before the course start date or will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

**Course Cancellation Policy:** The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for courses cancelled by CGS or exercising the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made.

**Certificates:** Certificates are mailed to students after the successful completion of each course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.