

October 15, 2015
Training Announcement

- Subject:** Two Sections of the IM315 Inventory Management and Procurement Contracts Class Announced
- Audience:** Finance Directors, Procurement Directors, Inventory Directors/Staff (You must have attended the September 3rd Inventory Management Kickoff meeting to enroll in this course.)

The SCEIS Training Team is pleased to offer two sections of the half-day class, IM315 Inventory Management and Procurement Contracts. This class examines the benefits of establishing contracts for inventory items, provides instructions on how to identify Material Master numbers not on existing contracts that should be, and how to add a contract number to a Material Master, Purchase Requisition, Purchase Order, and Contract.

The IM315 class is only available to the following inventory agencies

- Administration
- Criminal Justice Academy
- Juvenile Justice
- Mental Health
- Motor Vehicles
- Natural Resources
- Probation, Parole and Pardon
- Public Safety
- Vocational Rehabilitation

Below you will find details about the class, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

IM315 – Class Information

Class ID/Title: IM315 - Inventory Management and Procurement Contracts

Description: This class examines the benefits of establishing contracts for inventory items, provides instructions on how to identify Material Master numbers not on existing contracts that should be, and how to add a contract number to a Material Master, Purchase Requisition, Purchase Order, and Contract.

IM315 – Section 01 – Fall 2015 Details

Class Date: Thursday, November 12, 2015

Class Time: 9:00 a.m. to 12:00 p.m.

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

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IM315 – Section 02 – Fall 2015 Details

Class Date: Thursday, November 12, 2015

Class Time: 1:00 p.m. to 4:00 p.m.

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may request enrollment in this class using the pre-registration survey at <https://www.surveymonkey.com/r/B9QP2PM>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training@sceis.sc.gov.