



Course Title: *Learn and Apply GRU Purchasing Policies*

Course Description

GRU employees make purchases worth millions of dollars every year. As public employees, we are required to follow policies and procedures to help us make the best purchases on behalf of our customers. This course is designed to help those involved in the purchase process understand their responsibilities and help ensure that GRU properly obtains quality products and services at competitive prices while mitigating risk.

Learning Objectives

In this course you'll:

- Get an overview of the purchasing process
- Learn how to best obtain quotes
- Learn when to contact Purchasing Department staff

Open to: Employees Who Make Purchases

Competencies Addressed: Organizational Knowledge, Ethics

Course Length: Two Hours