



Purchasing Agent Certification Transcript

Name: _____

Please use this transcript to track your progress. Submit to Procurement Services as documentation to support requests for certification.

Core Courses	Credit Hours	Date	Elective Courses	Credit Hours	Date
Methods of Procurement	5		Bid Types	3	
Professional Specialty & Consulting Services	5		Complex Specifications	3	
Understanding Risk: Insurance & Indemnification	5		Contracts 101	2	
Specifications 101	5		Contract Management	2	
			Department Solicitations	3	
			Moveable Property – From Requisition to Disposal	2	
			Sole Sourcing	3	
			Strategic Sourcing 101	2	
			Supplier Diversity	2	
Total Core Credit Hours			Total Elective Credit Hours		