



University of the Virgin Islands

Historically American. Uniquely Caribbean. Globally Interactive.

Purchasing Department

MEMORANDUM

To: All Departments
From: Valderie Abramsen
Acting Purchasing Supervisor
Subject: Purchasing Procedures Workshop
Date: November 7, 2005

Beginning November 21 and continuing through December 7, 2005, a Purchasing Procedures workshop will be held in the Purchasing Conference Room, from 10:00 am to 12:00 noon daily.

This workshop will provide useful information regarding the procedures necessary for the efficient and timely procurement of goods and services.

All University personnel involved with the purchasing of goods and services for their respective departments/divisions are required to attend.

Prospective attendees are asked to place their names below and fax a copy to the Purchasing Office at 693-1485 by November 17, 2005. A schedule of attendance will be developed to accommodate the number of attendees.

	<u>Name</u>	<u>Telephone</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____