



STATE OF ALABAMA
Department of Finance
Division of Purchasing

100 North Union Street, Suite 192
Montgomery, Alabama 36130-2620
Telephone (334) 242-7250 Fax (334) 242-4419
www.purchasing.alabama.gov



Kay Ivey
Governor

Clinton Carter
Finance Director

Michael A. Jones
State Purchasing Director

Jerry W. Young
State Purchasing Deputy Director

MEMORANDUM

TO: All State Procurement Officers and Agency Accounting Staff

FROM: Michael A. Jones, State Purchasing Director
Kathleen D. Baxter, State Comptroller

DATE: January 22, 2018

RE: Purchase Orders to Procure Training & Conferences

In response to recent questions regarding the use of purchase orders to procure training and conferences the following guidelines are provided.

Registration Fees for Conferences and /or Training:

A purchase order is not required for registration fees for a conference and / or training. An example of this is the Association of Governmental Accountants (AGA) Conference.

Training Professionals:

If an agency is conducting a conference and / or training and needs to solicit the services of professionals to facilitate these events, those services should be procured through the RFP / Professional Service Contract process. Instructions on this process can be found in the Fiscal Policy and Procedures Manual located on the Comptroller's website or by contacting Fiscal Management.

If further clarification is needed, please contact Lindsay Bryant, Accounts Payable Supervisor at 353-3708 or Lindsay.bryant@comptroller.alabama.gov