

## **HUB Training**

Training on procurement/HUB policies & procedures will be provided to departments at least every two years or earlier upon request. New employees within a department, who have been delegated purchasing responsibilities, will be trained and certified shortly after their employment.

When an employee is trained, accompanying the training is a checklist of key policies and procedures (including HUB policies) that are addressed. Upon completion of the training, the trainee will sign at the bottom of the checklist indicating he/or she understands the policies and procedures covered in the training.

A certification certificate is given to all individuals successfully completing the training class. The Procurement and Business Services Department also provides "refresher" training classes upon request. Please contact the Procurement and Business Services Office at 294-1894 to make an appointment.