



STATE OF ALABAMA
 Department of Finance
 Division of Purchasing

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MEMORANDUM

TO: All State Procurement Officers and Agency Accounting Staff

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

DATE: May 6, 2019

RE: Training & Conferences

In response to recent questions regarding fiscal requirements for procuring and paying for training and conferences the following guidelines are provided.

Registration Fees for Conferences and/or Training:

A procurement document is not required for training courses and/or conference registration fees. Generally, these are events held by outside entities in which state employees are not the only participant. Training course and/or conferences (as described above) may be directly paid using a GAX document. If a vendor requires a purchase order, State Purchasing will accommodate.

State Agency Procuring the Services of a Trainer:

If an agency is procuring the services of a trainer and this service requires an individual that would meet the definition of a professional service (*Code of Alabama 1975*, §41-16-71, as amended), this training should be procured through the RFP/Professional Service Contract process.

For questions related to professional services contracts please contact Randy Head at 334-353-9275, Randy.Head@Comptroller.alabama.gov.

If an agency is procuring the services of a trainer and this service requires an individual that does not meet the requirements to be considered a professional service (*Code of Alabama 1975*, §41-16-71, as amended), then these services will be handled as non-professional services and will follow the Division of Purchasing procedures.

For questions related to non-professional services please contact Kerri Butler at 334-353-0303, Kerri.butler@purchasing.alabama.gov or Brittany Peterson at 334-242-4667, Brittany.peterson@purchasing.alabama.gov.

Instructions on the procurement process can be found in the Fiscal Policy and Procedures Manual located on the [Comptroller's website](http://www.comptroller.alabama.gov) (www.comptroller.alabama.gov).