



<b>Quick Facts</b>
<b>LENGTH</b> 1 day
<b>CONTACT HOURS</b> 5
<b>START TIME</b> 9:00 AM
<b>END TIME</b> 3:00 PM

## How to Conduct a Self-Audit (Compliance)

### **Course Description:**

The purpose of this training is to provide guidance on how to conduct a self-audit of purchasing activities within an organization. The course will provide resources and tools to use in establishing proper standards and internal controls, identifying triggers for conducting an audit, and developing audit procedures. The main goal of this training class is to provide purchasing professionals with review techniques that they can use to improve procurement performance within selected areas of their organizations.

### **Audience:**

Professionals whose responsibilities include reviewing purchasing activities at the entity level.

### **Objectives:**

At the completion of this training course, you will be able to do the following:

- Create processes for reviewing various procurement activities and a schedule for review to ensure compliance
- Identify procurement risks; develop strategies to mitigate those risks
- Review and analyze postings to the GA Procurement Registry
- Identify procurement opportunities through spend analysis; identify errors that can be corrected
- Identify proper documentation which should be maintained in bid and contract files
- Affect procurement "Process Improvement" throughout the organization

### **Prerequisites:**

- Introduction to State Purchasing (Part A & Part B)
- Fundamentals of State Purchasing
- Legal Issues

To register for this course, click this link: [Learning Management System \(LMS\)](#)