



December 6, 2022

MEMORANDUM

TO: All State of Iowa Employees Assigned Procurement Duties

FR: Allen Meyer, Chief Procurement Officer

RE: Procurement Training Funds

Professional development of State procurement staff is important to the Department of Administrative Services (DAS). To support procurement training, DAS Central Procurement has limited NASPO Professional Development funds available to reimburse agencies for procurement-related courses paid for in FY23 through June 30, 2023.

Courses eligible for reimbursement include (but are not limited to):

- Foundations of Strategy and Policy (NIGP course required for Level 2 Procurement Certification)
- Legal Aspects of Public Procurement (NIGP course required for Level 2 Procurement Certification)
- Certified Professional Public Buyer (CPPB) courses
- Certified Public Procurement Officer (CPPO) prep courses

To submit your reimbursement request for FY23 procurement training expenses, please complete the Procurement Training Reimbursement Request Form and include a copy of the paid invoice(s) for courses taken or approval documentation for courses pending. If you are unable to access the form through the link provided, you may complete the fillable form attached and submit the form along with a copy of the paid invoice to purchasing.mailbox@iowa.gov. Requests received after June 30 may be eligible for reimbursement as funds allow.

We hope you will take advantage of this opportunity. Please email any questions to purchasing.mailbox@iowa.gov.

Thank you,

Allen L. Meyer, Chief Procurement Officer
Iowa Department of Administrative Services
Division of Financial Management
Office: 515-725-2272
allen.meyer@iowa.gov



Request Form for Reimbursement of Procurement Training Costs

DATE (MM/DD/YYYY) _____

Agency name _____ Agency code _____

eDAS Code _____ Phone number for agency POC _____

Name of course enrollee _____

Position title of course enrollee _____

Course title:

Foundations of Strategy and Policy

Legal Aspects of Public Procurement

Contract Management and Performance

CPPB Prep Course

CPPO Prep Course

NIGP-CPP Prep Course

Other _____

Course date(s) (MM/DD/YYYY) _____ thru _____

Cost of course(s) \$ _____

Comments (optional) _____

EMAIL THE COMPLETED FORM, AND SUPPORTING DOCUMENTS, E.G. APPROVED INVOICE TO:

purchasing.mailbox@iowa.gov