



## Buying & Selling Fixed Assets Intro to Excel Spreadsheets

Wednesday, August 24, 2022 • 10 am to 3 pm (CST)



### Virtual Training

This training is designed for all City Staff and Board Members.

In the morning, we'll discuss buying & selling assets - bid limits, surplus and saving up for big ticket items.

Then Sourcewell will join us to explain what cooperative purchasing is and its benefits for you.

The afternoon will be a hands-on exercises to learn the basics of Excel spreadsheets.

You will be provided with an Excel file that you will download and perform the exercises on your own computer.

Please note, Microsoft Excel must already be installed on your computer.

## AGENDA

10:00 AM - 11:00 AM	<b>Buying &amp; Selling Assets</b> <ul style="list-style-type: none"><li>- SD Bid Laws</li><li>- Surplus assets</li><li>- Capital Outlay Plans - saving up for big ticket purchases</li></ul>
11:00 AM - 12:00 PM	<b>Sourcewell - Duff Erholtz, SD Client Development Administrator</b> How Cooperative Purchasing works and how you can benefit from it.
12:00 PM - 1:00 PM	Lunch break on your own
1:00 PM - 3:00 PM	<b>Learning the Basics - Excel Spreadsheets</b> <ul style="list-style-type: none"><li>- Formulas, formatting and more</li></ul>

## FOR MORE INFORMATION CONTACT

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This workshop is supported by a contract through OCS

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*An Office of the Administration for Children & Families*

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**There is No Fee to Attend • Pre-registration is Required.**