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## Announcing the Third Annual Procurement Conference

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The third annual Procurement Conference sponsored by the University of Dayton and the Dayton Association of Purchasing Agents will be conducted in Dayton, O., Oct. 23-24, conference directors have announced.

Scheduled on the two-day program are Dr. Howard T. Lewis, professor emeritus of the Harvard University graduate school of business administration; Harold O. Rice, president of the Dayton association; Ted R. Thompson, vice president of District VI, NAPA, and education chairman of the Dayton association; C. Warner McVicar, director of purchasing and traffic, Rockwell Manufacturing Co., Pittsburgh, and Richard Rice, director of purchases, Clyde division, Whirlpool Corporation, and others. Dr. Lewis helped organize the conferences in 1956.

Topics to be covered during the conference include "Forecasting-- With Special Reference to Inventory Control"; "Value Analysis"; "The Value of Purchasing Manuals to Purchasing and Management"; "The Procurement Function and the Purchasing Agent"; "Purchasing for Small Companies", "Reports to Management"; "Operation Co-operation"; "Cost Reduction Through Standardization" and "Future Trends in Procurement."

Detailed information on the conference is available from Prof. John B. Steinbruegge, director of specialized educational services, University of Dayton, Dayton 9, Ohio.

THIRD ANNUAL  
PROCUREMENT CONFERENCE  
October 23 and 24, 1958

P R E L I M I N A R Y   O U T L I N E

THURSDAY, OCTOBER 23, 1958

9:00 - 9:30	Late Registration
9:30 - 9:45	Opening Remarks
	FORECASTING - WITH SPECIAL REFERENCE TO INVENTORY CONTROL
9:45 - 10:15	Dr. Howard T. Lewis
10:15 - 10:45	
10:45 - 11:00	Questions and Discussion
	VALUE ANALYSIS
11:00 - 11:30	Dr. Howard T. Lewis
11:30 - 12:00	AMC Representative
12:00 - 12:15	Questions and Discussion
12:15 - 1:30	LUNCH
	THE VALUE OF PURCHASING MANUALS TO PURCHASING AND MANAGEMENT
1:30 - 1:45	Dr. Howard T. Lewis
1:45 - 2:15	C. Warner McVicar
2:15 - 2:30	Questions and Discussion
2:30 - 3:30	Panel: Salesman, Engineer and member of Top Management
	"AS WE SEE THE PROCUREMENT FUNCTION AND THE PURCHASING AGENT" 15 minutes each plus 15 minutes discussion
3:30 - 3:45	Coffee Break
	PURCHASING FOR SMALL COMPANIES
3:45 - 4:15	Dr. Howard T. Lewis
4:15 - 4:45	Questions and Discussion



FRIDAY, OCTOBER 24, 1958

9:00 - 9:30      REPORTS TO MANAGEMENT  
Dr. Howard T. Lewis  
9:30 - 10:00      Ted Thompson

10:00 - 10:15      Questions and Discussion

10:15 - 10:30      Coffee Break

10:30 - 12:00      GROUP DISCUSSION - Dr. Howard Lewis discussion leader  
"Policies generally Employed by the Various Companies Represented"

- (1) Maintaining an up-to-date Catalogue File
- (2) Control of Time for Salesman Interviews
- (3) How to Handle the Small \$ Value Purchase
- (4) Role of the Procurement Officer in the Purchase of Heavy Capital Equipment

12:00 1:15      LUNCH

1:15 - 1:45      OPERATION CO-OPERATION  
Westinghouse Electric representative

1:45 - 2:30      Group Discussion - Dr. Howard T. Lewis - discussion leader  
"Purchasing Forms" (based on display)

2:30 - 2:45      Coffee Break

                 COST REDUCTION THROUGH STANDARDIZATION

2:45 - 3:00      Dr. Howard T. Lewis  
3:00 - 3:30      Richard Rice

3:30 - 3:45      Questions and Discussion

3:45 - 4:15      FUTURE TRENDS IN PROCUREMENT  
Dr. Howard T. Lewis

4:15 - 4:30      Concluding Remarks