



## Workshop

### Business Skills for Campus Secretaries and Bookkeepers

NEW training opportunity! A one-day workshop (agenda attached) to address many of the business-related tasks of a Campus Secretary and Bookkeeper. The role of a Campus Secretary and Bookkeeper is often one filled with complex tasks related to activity accounts, cash management, purchasing, and communicating with staff, students, parents, and others. The topics of the day will include: budget monitoring and amendments, account codes, requisitions and purchase orders, cash management, activity accounts, petty cash, records management, and communication.

Members may register online at [tasbo.org](http://tasbo.org) or fax the completed registration form to TASBO with credit card or purchase order number at (512) 462-1782. To register by mail, complete the registration form and mail with payment to: TASBO, 2538 South Congress, Austin, Texas, 78704-5555.

If you, or someone attending with you, needs special ADA assistance to participate, please call TASBO at 800-338-6531, ext. 210.

Yes! Register me for the following TASBO workshop:

12/6/10	San Angelo	1152-02	Region 15 ESC	612 S Irene St, San Angelo, TX 76903
1/10/11	Houston	1152-03	Harris County Dept of Ed.	6300 Irvington, Houston, TX 77022
1/21/11	Edinburg	1152-07	Region 1 ESC	1900 W Schunior, Edinburg, TX 78541
2/1/11	Lubbock	1152-06	Region 17 ESC	1111 West Loop 280, Lubbock, TX 79416
3/28/11	Rockwall	1152-04	Rockwall ISD	1050 Williams St, Rockwall, TX 75087

Fee per workshop:  \$180 Member  \$220 Non-Member

PLEASE PRINT CLEARLY

Register Now with a PO or credit card at <http://tasboonline>

Name \_\_\_\_\_ Title \_\_\_\_\_

District/Employer (Please do not abbreviate district's name) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ TX Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Cancellation Policy: Cancellations must be sent in writing by mail, email or fax. Cancellations received seven (7) working days before the event will be refunded in full; cancellations received one (1) to six (6) working days before the event will be refunded at 50 percent; and cancellations received the day of the event will not be refunded. If you do not cancel and do not attend, you are still responsible for payment. If TASBO cancels an event, the association will refund your fee in full.

Payment Method: Check  PO# \_\_\_\_\_ MasterCard  AMEX  Visa

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Business Skills for Campus Secretaries and Bookkeepers**

**TASBO Workshop  
(9 am - 4 pm)**

**Welcome and Introductions**

**Activity Funds**

**Networking break**

**Cash Management & Petty Cash**

**Account Codes & Budget Monitoring & Amendments**

**Lunch on your own**

**Purchasing: From Requisitions to Purchase Orders**

**Networking break**

**Records Management & Retention**

**Communication Skills**

**Wrap Up: Questions & Answers**