



DO YOU SPEND MONEY FOR THE COLLEGE? IF SO, WE'VE GOT SOME GREAT NEWS!

What:

The Business Office and Budget Office will be delivering the semi-annual Deep Dive training. We will be covering forms, processes, and also be available to answer any questions, and address needs and concerns of the group.

Who Should Attend:

This training is **mandatory** for all **Budget Officers**, and highly recommended for **anyone** who initiates or authorizes the spending of CWI money. **All** college employees are welcome to attend.

*****Budget Officers- please forward this announcement to anyone in your area you would like to have attend this training in addition to you*****

Objective:

By the end of the training you will know when to contact and involve the Business Office and Budget Office, how to complete forms, and understand the associated procedures.

Topics:

- Purchase Orders
- Contracts & RFP's
- Payment Requests
- Employee Reimbursements
- MyCWI Budget access
- Prior Approval Forms
- Fixed Assets
- Cash Handling
- Invoicing third parties
- General Ledger/Chart of Accounts

Training Dates/Times:

Day	Date	Time	Location
Wednesday	January 28 th	9:00am- Noon	Micron Center- NMPT 1701 B
Wednesday	January 28 th	1:00pm- 4:00pm	Micron Center- NMPT 1701 A/B
Wednesday	February 4 th	9:00am- Noon	Ada Quail- AQUL 2209
Wednesday	February 4 th	1:00pm- 4:00pm	Ada Quail- AQUL 2209

Seating is limited, please RSVP.

To sign up please contact Brian D. Smith at 562-3168 or Briansmith2@cwidaho.cc