

Coming soon to an IT Training Room near you

Answers to all your Accounts Payable (A/P) questions!

Each training session will cover all of the following:

- Discussion of the A/P process and document flow.
- Tips to increase efficiency in processing purchase orders & invoices.
- Identification of required attachments to an invoice and advance request.
- Frequently Asked Questions about purchase orders and invoices.
- When are bids needed?
- When and How to prepare a Travel Form?
- Which Agency's credit cards are available for use?
- Emerging Issues for A/P compliance and the future of A/P.
- and even more!

Training will be provide by FCEOC's expert Accounts Payable staff in the Information Technology Training Room – 1920 Mariposa Mall, #350 from 9:00 AM to 11:00 AM.

Sign up for any ONE of the Following Dates:

- ✓ June 10th
- ✓ June 24th
- ✓ July 15th
- ✓ July 29th
- ✓ August 12th
- ✓ August 26th

Reserve your space today at any session by contacting Thelma Harrison, A/P Manager at thelma.harrison@fresnoeoc.org or at 263-1063. If you have a group interested in this session but the above dates do not work, then contact us to set-up an alternate date.

We look forward to seeing you there!