

ACT108 Accounts Payable Processes

July 13, 2022 | 9 AM to 4 PM

Klein ISD | 7500 FM2920 | Klein, TX 7779 | Klein Multi-Purpose Center, Room 403

In-Person Only

EVENT DESCRIPTION: This course explains proper accounts payable processes and procedures in school district business offices. Attendees will learn the role accounts payable plays in the district's financial position, the relationship between purchasing and accounting, and the need for strong internal controls and segregation of duties.

A test will be given for those taking the course for TASBO certification credit.

FEE: \$185 Member | \$235 Non-Member

HOTEL INFORMATION: TASBO does not have a room block at any hotel for this course.

LUNCH: A one-hour break for lunch on your own.

PREREQUISITE: None

CEU/CPE Hours: 6/7

CONDITIONS: Meeting room temperatures are difficult to maintain; always bring a sweater or jacket to ensure comfort. Casual attire is acceptable.

About TASBO Events: If you or (someone attending with you) need ADA assistance to participate, please call us at 512.462.1711.

CANCELLATION POLICY: Cancellations are only accepted in writing. Cancellations received seven (7) working days before the event are cancelled in full, those received one (1) to six (6) working days before the event are cancelled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

Register online at [TASBO.org](https://tasbo.org) or return completed form by:

Mail: 5920 W William Cannon Dr, Bldg 1, Ste 200, **Fax:** 512.462.1782 **Email:** register@tasbo.org (**DO NOT** email CC info)
Austin, TX 78749

Please PRINT clearly.

Name: _____ **Title:** _____

District/Employer
(do not abbreviate): _____

Contact Phone: _____ **Email:** _____

Payment Method: ☐ PO ☐ Check Enclosed ☐ Credit Card

Cardholder Name: _____ **Daytime Phone:** _____

Card Number: _____ **EXP (MM/YY):** _____

Billing Address: _____

Cardholder
Signature: _____