



ACT108 Accounts Payable Process

Wednesday, April 17, 2024 | 9 AM to 4 PM

Location: ESC Region 10 | 904 Abrams Rd. Richardson, TX 75081

In-Person Only

This course explains proper accounts payable processes and procedures in school district business offices. Attendees will learn the role that accounts payable play in the district's financial position, the relationship between purchasing and accounts payable, and the need for strong internal control procedures. No Prerequisite.

This ACT108 Accounts Payable Process course will be in-person only. Course materials, including the final exam, will be accessed online. Attendees should bring a device to the training to access the materials. A test will be given for those taking the course for TASBO certification credit.

FEE: \$195 Member | \$245 Non-Member

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

Time: 9:00 AM – 4:00 PM (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, Building 1, Suite 200, Austin, TX 78749

Fax: 512.462.1782

Email: register@tasbo.org (**DO NOT** email Credit Card info)

Please PRINT clearly.

Name: _____ Title: _____

District/Employer _____

Contact Phone: _____ Email: _____

Payment Method: PO _____ Check Enclosed Credit Card