



REGISTRATION

Make additional copies as needed for each attendee.

Attendee Name: _____

Unit of Government: _____
example: City of Sample, Sample Co. Trustee, Sampleville City Schools

Address: _____

City/State/Zip: _____

Phone: (____) ____ - ____ Extension: ____

FAX: (____) ____ - ____ *(This will be used to send class confirmation)*

e-mail: _____

... Lunch will be provided

⇒ *Directions/Maps
and online
registration
available at
www.lgdpc.com*

Columbia classes:
LGC, 714 Armstrong Lane

Kingston classes:
LGC, 790 Gallaher Road

Trenton classes:
LGC, 1460 Industrial Park Road

Falkville, AL classes:
LGC, 224 East Pike Road

Cancellation Policy: If you are unable to attend class and cancel 48 hours prior to the class, registration fees will be refunded subject to a \$5.00/ person processing fee. Registration fees for classes cancelled later than 48 hours prior to class are not refundable.

Zortec

Activity Fund Accounting- AFAS

- May 13 in Trenton
- May 15 in Columbia
- August 5 in Kingston

2008

Unless otherwise specified, classes will begin at 10:00 A.M. and end at 3:00 P.M.

Payment must be received before class attendance. Confirmation (via fax) will be sent within 1 week prior to class.

Return payment and completed form to:

LGC Training Center
714 Armstrong Lane
Columbia, TN 38401

Classes: ____ @ \$50 each

Total Payment Enclosed \$ _____



Course Syllabus

May - August 2008

Activity Fund Accounting-AFAS

May 13, 15, & August 5

This class is designed as a refresher course for school bookkeepers that are new to the AFAS system or for those more experienced staff who would like some additional training. We will go over daily, monthly and yearly procedures, including but not limited to receipting, issuing checks and creating journal entries.

Cancellation Policy: If you are unable to attend class and cancel 48 hours prior to the class, registration fees will be refunded subject to a \$5.00/person processing fee. Registration fees for classes cancelled later than 48 hours prior to class are not refundable.

⇒ *This information can also be found at www.lgdpc.com*

All classes can be applied towards your city, county, and TASBO certification.

