

Association of Public Treasurers' Cash Handling Training Course April 8, 2010

Embassy Suites Hotel & Conference Center
2501 Conference Drive, Norman OK



Registration 9:30 a.m.
Class from 10:00 a.m.—3:00 p.m. (lunch on your own)

Cost (includes manual): \$90 for OAPT Members—\$100 for Non-members

ABOUT THE COURSE: The Oklahoma Association of Public Treasurers is pleased to host the Association of Public Treasurers' four-hour Cash Handling Workshop on April 8th. This workshop, offered through the Public Treasury Institute, is designed to train finance and treasury officials, cash supervisors and handlers in proper cash handling techniques. Each participant will receive four hours of cash handling training instruction, the APT Cash Handling Certificate of Completion and a copy of the APT Model Cash Handling Manual. REGISTER TODAY! Space is limited so make sure you register no later than March 29th.

ABOUT THE TRAINER: Anthony Francisco, CPFA, has taught cash handling training courses to treasurers and cash handling staff for over 10 years. He is the main author of the APT Cash Handling Manual and certification course and currently chairs the APT Cash Handling Committee. Anthony has served as Finance Director for the City of Norman since 1996. He also serves as City Treasurer and Controller. Anthony has a Masters of Public Administration with Specialization in State and Local Government Financial Management.

ABOUT THE LOCATION: The Embassy Suites Hotel and Conference Center of Norman is located off of I-35. From OKC—take I-35 South 12 miles to Norman. Exit at Tecumseh Rd. Turn left of W. Tecumseh Rd. Turn right on 24th Ave NW. Turn left on Conference Dr.
From Dallas—take I-35 North. Exit Robinson St. and turn left. Turn left on 24th Ave. Turn right on Conference Dr.

Registration due by March 29th.

.....Cash Handling Training Course—Registration Form.....

Name _____, Title _____

City, Town or Organization _____

Address _____ Email _____

City _____ State _____ Zip _____

Phone Number (____) _____ Fax (____) _____

Registration Fee: OAPT Member \$90 Non-Member \$100

Payment enclosed—make checks payable to: Oklahoma Assn of Public Treasurers or OAPT

Purchase order number _____

Mail registration form to: OAPT c/o Pam Ramirez, City of Warr Acres, 5930 49th Street, Warr Acres, OK 73122

For additional information, contact Beverly McManus at (405) 769-5673. Please copy for additional registrations.