Working with Business Services . . .

An Introduction to Business Services
Cost Center Manager Training

Thursday, August 23, 2007: 1 p.m. to 4 p.m.

This session is intended to assist cost center managers, and their assistants and others who work closely with cost center managers, to better understand some of the activities and processes in Business Services, relevant policies and procedures, and who to contact for common questions. This will not be Colleague training, but rather an overview of how our policies and procedures are carried out in practice everyday.

The first segment of our overview will cover financial and administrative processes such as:
- Budgets
- Purchasing, reimbursements and travel
- General ledger reports
- Project accounting

The second segment will cover:
- Areas that impact students

Even if you don’t have specific student service responsibilities, the second segment will help to better inform you to respond to common questions asked by our students even in passing on campus, such as “Where do I go to pay my fees?”

If you have new responsibilities as a cost center manager, or would like a refresher, we encourage you to attend our next session on Thursday, August 23, 2007, in Nestor Hall, Seminar B. The session will begin at 1 p.m. and wrap up by 4 p.m.

To sign up, or for more information, please contact Beth Bates at ebates@csc.edu or call 287-2640 by Thursday, August 16, 2007.