

From: Mizer, Lesley
To:

Subject: New online course: Cash Handling - System Version
Date: Wednesday, October 24, 2012 4:29:00 PM

Dear A&M System Training Coordinators,

A new online course, *Cash Handling – System Version* (TrainTraq course no. 2111772) will be available in TrainTraq, Tuesday, October 30th. This course was developed in conjunction with Tracy Crowley and Teresa Bass from System Office of Budgets and Accounting, and Stacie Sodalak from Texas A&M University Sales and Receivables. Many thanks for their expertise and advice. Thanks to Warren Deluca for the Office of General Counsel for his review of the course.

This course is intended for all A&M System employees who are involved in handling cash or are responsible for working funds. Topics covered include: segregation of duties, receipts and transmittal of collections, working funds, and recommended cash handling practices.

This course will not be a System requirement, but you may choose to require it based on the individual strategic goals and initiatives of your System member. Please work with interested parties within your organization to determine who (if anyone) needs to be assigned this course. If you need to develop assignment rules, please contact me (lmizer@tamu.edu, 979-845-0083).

Thanks,
Lesley

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