



# TREASURER/ ENCUMBRANCE CLERK ACADEMY

SEPT. 19, TULSA • SEPT. 26, OKC • 9 A.M. - 3:30 P.M.

9 a.m..... Welcome

11:50 a.m. – 1 p.m.... Lunch (provided)

9:15 – 10 a.m..... The Oklahoma Open Records Act and Legal Requirements  
*This session will focus on state laws regarding the Oklahoma Open Records Act.*

1 – 1:45 p.m..... Ethics for Encumbrance Clerks and Treasurers  
*This session will include discuss of ethical responsibilities of the encumbrance clerk and treasurer.*

10 – 10:10 a.m..... Break

1 – 45-1:55 p.m. .... Break

10:10 – 10:55 a.m... The Role of the Encumbrance Clerk/Treasurer  
*This session will cover the statutory requirements of the encumbrance clerk and treasurer.*

1:55 – 2:40 p.m..... Federal Paperwork and Policy Requirements for Federal Funding  
*This session will focus on federal requirements with regard to expenditure of federal program dollars.*

10:55 – 11:05 a.m... Break

11:05 – 11:50 a.m.... Accounting Practices  
*This session will cover general accounting practices and procedures in school finance. This session will include interaction among attendees with regard to best practices.*

2:40 – 2:50 p.m..... Break

2:50 – 3:30 p.m..... Lessons Learned  
*This session will focus on state audits and dos and don'ts regarding financial procedures.*

REGISTER ONLINE AT [WWW.OSSBA.ORG/TREASURERTULSA](http://WWW.OSSBA.ORG/TREASURERTULSA) OR [WWW.OSSBA.ORG/TREASUREROKC](http://WWW.OSSBA.ORG/TREASUREROKC)

# TREASURER/ENCUMBRANCE CLERK ACADEMY

9 a.m. - 3:30 p.m. • Registration opens at 8:30 a.m. • Lunch will be provided

Each attendee must choose one location (we can only guarantee your seat and materials for the registration date you choose):

- Thurs., Sept. 19 • Double Tree Warren Place • 6110 S. Yale Ave. • Tulsa, OK 74136
- Thurs., Sept. 26 • Waterford Renaissance • 6300 Waterford Blvd. • Oklahoma City, OK 73118

Special hotel rates for Oklahoma City and Tulsa are available for attendees of both the Treasurer/Encumbrance Clerk Academy and the Minutes Clerk Leadership Academy. Get more details at [www.ossba.org/treasurertulsa](http://www.ossba.org/treasurertulsa) or [www.ossba.org/treasurerokc](http://www.ossba.org/treasurerokc).

**The Academy qualifies for 6 continuing education credits for treasurers and encumbrance clerks.**

To register online, please visit: [www.ossba.org/treasurertulsa](http://www.ossba.org/treasurertulsa) or [www.ossba.org/treasurerokc](http://www.ossba.org/treasurerokc)

Name of School District: \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
**ONLY ONE NAME PER FORM PLEASE**

Attendee Email Address: \_\_\_\_\_

Registration is \$125 for OSSBA members, \$250 for non-members. Registrations for Tulsa are due by Sept. 12. Registrations for OKC are due by Sept. 19. Notice of cancellation must be received in writing by the registration due date for a refund (less a \$25 cancellation fee). No refunds will be offered after the due date. Registrations after the deadline (including on-site) are \$150 (\$300 for non-members). **Separate registration is required for those who wish to attend the Minutes Clerk Leadership Academy.**

Payment Contact Name: \_\_\_\_\_

Payment Contact Email Address: \_\_\_\_\_

Method of Payment:  Bill my district Purchase Order Number: \_\_\_\_\_

To pay by credit card, please contact the OSSBA office at 888.528.3571 or register and pay online through OSSBA's member portal.

OSSBA will make every effort to accommodate persons with special needs. Please submit your request in writing to Lisa Deaton at [lisad@ossba.org](mailto:lisad@ossba.org) or fax your request to Lisa at 405.528.5695.

**Please mail or fax this form to:**

OSSBA • Lisa Deaton  
2801 North Lincoln Blvd., Suite 125  
Oklahoma City, OK 73105  
Fax 405.528.5695

**To register online, please visit:**

[www.ossba.org/treasurertulsa](http://www.ossba.org/treasurertulsa) or [www.ossba.org/treasurerokc](http://www.ossba.org/treasurerokc)