

CASH HANDLING TRAINING COURSE



October 26 2017
8:00 a.m. to 12:00 p.m.
OR
1:00 p.m. to 5:00 p.m.

October 27, 2017
8:00 a.m. to 12:00 p.m.

City of Altus, Council Chambers
509 S. Main St, Altus, OK 73521

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Cost: OAPT Member \$75
Cost: Chamber Member \$75

Non-Member \$100
Non-Member \$100

Registration cost includes: Training, Manual and Certificate of Completion

ABOUT THE COURSE: The City of Altus, Oklahoma Association of Public Treasurers, US&C and the Altus Chamber of Commerce is pleased to host three different Cash Handling Workshop Sessions on October 26 & 27, 2017. This workshop, offered through the Association of Public Treasurers of the U.S. & Canada, is beneficial for finance and treasury officials, cash supervisors and handlers, bank tellers and retail cashiers and includes 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.

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. 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.

Presented by:



THE CITY OF
ALTUS
OKLAHOMA



**Oklahoma Association
of Public Treasurers, US&C**



ALTUS CHAMBER
OF COMMERCE



Oklahoma Association of Public Treasurers, US&C Altus Chamber of Commerce

CASH HANDLING TRAINING COURSE

October 26 & 27, 2017

City of Altus, Municipal Complex, Council Chambers

REGISTRATION FORM

NAME _____ TITLE _____

CITY, TOWN OR ORGANIZATION _____

ADDRESS _____ EMAIL _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX _____

SESSION ATTENDING (Circle one)

- | | | | | |
|------------------|-----------|-------------------------|-----------|-----------------------|
| October 26, 2017 | #1 | 8:00 a. m. – 12:00 p.m. | #2 | 1:00 p.m. – 5:00 p.m. |
| October 27, 2017 | #3 | 8:00 a.m. – 12:00 p.m. | | |

REGISTRATION FEE (Circle one)

- | | |
|---------------------|--------------------------|
| OAPT Member \$75 | OAPT Non-Member \$100 |
| Chamber Member \$75 | Chamber Non-Member \$100 |

Payment

Make checks payable to: **CITY OF ALTUS
c/o CITY CLERK/TREASURER
509 S MAIN ST
ALTUS OK 73521**

Purchase Order # _____

Credit Card

CC# _____

Exp Date _____

Name on Card _____

Email form to: ddavis@altusok.gov or fax to: 580-481-2268

For additional information regarding the Cash Handling Training Course, contact Debbie Davis at 580-481-2244 or ddavis@altusok.gov

REGISTRATION DEADLINE IS OCTOBER 20, 2017

Cash Handling Training Course will be held at:
City of Altus, 509 S Main St, Altus, OK 73521