



GEARS

General Enterprise And Resource Support

The GEARS project team will be offering additional workshops to assist users in understanding processes to successfully perform their jobs. The instructor will go through examples of each process and then will answer questions as time allows. If you would like to bring actual work with you to process as we go through the steps that would be great. The format for each workshop will be the same:

9:00 – 10:30	Requisitions
10:30 – 12:00	Purchase Orders
1:00 – 2:30	Receipts
2:30 – 4:00	Vouchers Regular Entry / Quick Invoices

Please keep in mind that we can accommodate 20 people in each class and the registrations will be processed in the order they are received. You will receive an email confirmation in return.

NAME _____ PHONE # _____

EMAIL _____ OFFICE LOCATION _____

- I have received approval from my supervisor to attend the specified workshop.

Please select one training date from the below:

- Tuesday, 8/27
- Thursday, 8/29
- Tuesday, 9/3
- Thursday, 9/5
- Monday, 9/9 **FULL**
- Tuesday, 9/10 **FULL**

LUNCH WILL BE PROVIDED.

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND FAX TO GEARS PROJECT at 410-260-1290.