



OFFICE OF THE STATE COMPTROLLER

**Steven J. Hancox, Deputy Comptroller
Division of Local Government
and School Accountability**

Basic Accounting School (Introduction to Governmental Accounting)

To register, please fill out the registration form below and return it at **least three weeks** before the start of the school. This will permit sufficient time for you to receive your textbook by mail and to review it before attending. Since payment is required, you must print and mail the registration form with the payment (*Voucher or Purchase Orders accepted*). Please remember to check the location you wish to attend. **Registrations are accepted on a first come first served basis and class size is limited to fifty participants.**

Checks should be payable to the **STATE COMPTROLLER** and mailed with the form below to:

Office of the State Comptroller
Remittance Control - 110 State St., 2nd Floor - Albany, New York 12236

A registration confirmation letter will be mailed to you along with the textbook and directions to the facility. If you have any questions or require a reasonable accommodation, please contact the Training Unit at (518) 473-0005 or e-mail: localtraining@osc.state.ny.us.

Refunds for cancellations will be granted only if OSC is notified at least 7 days prior to the class. Cancellations made after the cut-off date may receive credit towards a future class but will not be eligible for a cash refund.

The Office of the State Comptroller reserves the right to cancel a training school if there is not a sufficient number registered within three weeks of the class. In this event, registrations will be refunded.

Official 1	Official 2			
Date:				
Federal ID #:				
Attendee's Name:				
Attendee's Title:				
Address:				
Municipality:				
Phone Number:				
<i>Email Address:</i>				
PLEASE CHECK LOCATION YOU WISH TO ATTEND				
Location	County	Date	Fee-Government Employees	Fee – All Others
<input type="checkbox"/> Town of Pittsford	Monroe	March 20-22, 2012	\$85.00	\$170.00
<input type="checkbox"/> Town of North Hempstead	Nassau	March 27-29, 2012	\$100.00	\$200.00
<input type="checkbox"/> Town of Clifton Park	Saratoga	April 18-20, 2012	\$85.00	\$170.00
<input type="checkbox"/> SUNY Oneonta	Otsego	Sept. 19-21, 2012	\$85.00	\$170.00