



2016 PROFESSIONAL DEVELOPMENT COURSE III QuickBooks™ and Township Government Workshop

The TOI Education Program is pleased to offer several Professional Development Courses in 2016 for township officials and staff. The third program is **Friday, July 8, 2016**, at the TOI Office in Springfield. The session is limited to 25 attendees; cost is \$75 and includes lunch. The seminar is scheduled from 10am – 3pm to accommodate travel time. Six hours of education credit will be given for workshop completion.

The program continues to be developed. The objective is to introduce new users of QUICKBOOKS to working with the software and your township budget. Additionally, for seasoned users an opportunity to explore the many options provided to users.

Deadline to register is Friday, July 1, 2016.

Name:

Township Position:

County/Township:

Address:

City, State, Zip:

Phone/E-Mail:

Payment method: Check or Credit Card (Visa / MasterCard only) Card Number:
Exp:

Signature: _____

Fax to the TOI office at 217.744.7419 or

Mail to TOI Office, 3217 Northfield Dr., Springfield, IL 62702