

REGISTRATION FORM

MUNICIPAL FINANCE & PUBLIC PURCHASING COURSES

Last Name _____

First Name _____ Middle Initial _____

Employer _____

Title _____

Business Address _____

City _____

State _____ Zip _____

Home Address _____

City _____

State _____ Zip _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Work _____ Extension _____

E-mail Addresses (required – check box for preferred)

Business _____

Home _____

Course Information

Title _____

ID _____ Location _____ Fee _____

Title _____

ID _____ Location _____ Fee _____

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to:

RUTGERS THE STATE UNIVERSITY OF NEW JERSEY
and send to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register on-line at: <http://cgs.rutgers.edu/> and click on the red "Register Now" link.

There is a \$25 fee for course withdrawals and/or returned checks.

RUTGERS

Continuing Studies

CENTER FOR GOVERNMENT SERVICES
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020

CENTER FOR
GOVERNMENT SERVICES

Municipal Finance & Public Purchasing

COURSES FOR NEW JERSEY
LOCAL GOVERNMENT



SUMMER SESSIONS 2018

RUTGERS
Continuing Studies

MUNICIPAL FINANCE COURSES

SUMMER SCHEDULE 2018

Introduction to Accounting - 18 Hrs. - \$571

Course ID: FM-2101-SU18-1

New Brunswick

Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom A
Mondays/Tuesdays+/Thursdays*, 6:30 – 9:30 pm
July 10+, 12*, 16, 19*, 23, 26*
Instructor: Suzanne Veitengruber, CMFO, RMC

Municipal Finance Administration (CMFO) - 26 Hrs. - \$831

Course ID: FM-2102-SU18-1

New Brunswick

Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom B
Tuesdays/Thursdays*, 6:00 – 10:00 pm/6:00 – 8:00 pm+
July 10, 12*, 17, 19*, 24, 26*, 31+
Instructor: Jill Goldy, CPA
CFO/Comptroller, Perth Amboy

Course ID: FM-2102-SU18-2

Waretown

Ocean County Fire & First Aid Training Center
200 Volunteer Way, Room A
Monday/Tuesday*, 10:00 am – 3:30 pm
July 16, 24*, 30, August 6, 13, 20
Instructor: Suzanne Veitengruber, CMFO, RMC

Municipal Budget Process - 30 Hrs. - \$964

Course ID: FM-2103-SU18-1

Waretown

Ocean County Fire & First Aid Training Center
200 Volunteer Way, Room A
Wednesdays, 10:00 am – 4:00 pm
July 11, 18, 25, August 8, 15, 22
Instructor: Suzanne Veitengruber, CMFO, RMC

PUBLIC PURCHASING COURSES

SUMMER SCHEDULE 2018

Introduction to Public Purchasing - 4 Hrs. - \$164

Course ID: PP-2210-SU18-1

Waretown

Ocean County Fire & First Aid Training Center
200 Volunteer Way, Classroom A
Thursday, 9:00 am – 1:00 pm, July 12
Instructor: Tammy Fetherman-Bacon, QPA, RPPO

Principles of Public Purchasing 1 - 30 Hrs - \$977

Course ID: PP-2201-SU18-1

Morris Plains/Parsippany

Morris County Public Safety Training Academy
500 West Hanover Avenue, Room 123
Wednesdays, 9:00 am – 12:30 pm
June 27, July 11, 18, 25, August 1, 8, 15, 22, 29
Instructor: Sean P. Canning, Principal, The Canning Group

Principles of Public Purchasing 2 - 30 Hrs - \$962

Course ID: PP-2202-SU18-1

Waretown

Ocean County Fire & First Aid Training Center
200 Volunteer Way, Classroom A
Tuesday, 9:00 am – 4:00 pm, 9:00 am – 1:00 pm*
July 17, 24, 31, August 7, 14*
Instructor: Tammy Fetherman-Bacon, QPA, RPPO

Principles of Public Purchasing 3 - 30 Hrs. - \$964

Course ID: PP-2203-SU18-1

Egg Harbor Township

Anthony "Tony" Canale Training Center
5033 English Creek Avenue
Fridays, 8:00 am – 4:00 pm
August 3, 10, 17, 24, 31
Instructor: Palma Conover, Purchasing Agent, Atlantic Co.

Green Product Purchasing - 3 Hrs. - \$128

Course ID: PP-2216-SU18-1

Waretown

Ocean County Fire & First Aid Training Center
200 Volunteer Way, Classroom A
Monday, 9:00 am – 12:00 pm, July 9
Instructor: Tammy Fetherman-Bacon, QPA, RPPO

REGISTRATION INFORMATION

Mail registration form and payment to:

Center for Government Services, Rutgers University,
303 George Street, New Brunswick, NJ 08901-2020
or fax to: 732-932-3586, phone: 732-932-3640 X 644

Enrollment

Mail-in, faxed, or in-person registrations at the CGS offices, and on-line registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved. **Students may register online with a credit card or e-check. Go to <http://cgs.rutgers.edu> and click on the "Register Now" link in the left column.**

Course Fees and Payment

Payment for a student's participation in a course can be obtained using any of the following three methods:

- 1) Credit card payment (Visa, MasterCard, Discover or American Express) **AVAILABLE ONLY THROUGH ON-LINE REGISTRATION at <http://cgs.rutgers.edu>**
- 2) Check or money order payment by mail or in person
- 3) Authorized voucher or purchase order

Late Fees

Students are required to register for classes before the date of the first class session. Any student who attempts to register on or after the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

Withdrawals/Transfers

All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 2 business days prior to the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Class Cancellation Policy

The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given a choice of receiving a full refund for courses cancelled by CGS or exercising the option to enroll in another course.