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 ______

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 not accepted on registration forms. Students paying 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.

SUMMER SESSIONS
2019
**SUMMER SCHEDULE 2019**

**MUNICIPAL FINANCE COURSES**

**Introduction to Accounting - 18 Hrs. - $572**
Course ID: FM-2101-SU19-1

**New Brunswick**
Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom B
Monday/Thursday*, 6:30 – 9:30 pm
June 25, July 2, 9, 16, 23, 30, August 6, 13
4:00 p.m. – 9:00 p.m.
Instructor: Stefanie DeSantis, CPA, RMA, Manager
Bowman & Company, LLP, Voorhees

**Municipal Finance Administration (CMFO) - 26 Hrs. - $831**
Course ID: FM-2102-SU19-1

**New Brunswick**
Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom A
Tuesday/Thursday*, 6:00 – 10:00 pm
6:00 – 8:00 pm+
July 9, 11*, 16, 18* 23, 25* 30+
Instructor: Suzanne Veitengruber, CMFO, RMC
Waretown
Ocean County Fire & First Aid Training Center
200 Volunteer Way, Classroom A
Tuesday, July 11, 9:00 am – 1:00 pm
Instructor: Tammy Fetherman-Bacon, QPA, RPPO

**Municipal Budget Process - 30 Hrs. - $964**
Course ID: FM-2103-SU19-1

**Waretown**
Ocean County Fire & First Aid Training Center
200 Volunteer Way, Room A
Wednesday, 10:00 am – 3:30 pm
July 10, 17, 24, August 14, 21, 28
Instructor: Suzanne Veitengruber, CMFO, RMC

**Municipal Capital & Trust Fund Accounting-30 Hrs.- $1237**
Course ID: FM-2106-SU19-1

**Sewell**
Rowan College at Gloucester County
1400 Tanyard Road, Instructional Center (IC) 447
Tuesday, 8 Sessions
June 25, July 2, 9, 16, 23, 30, August 6, 13
4:00 p.m. – 9:00 p.m.
Instructor: Suzanne Veitengruber, CMFO, RMC

**PUBLIC PURCHASING COURSES**

**Introduction to Public Purchasing - 4 Hrs. - $168**
Course ID: PP-2210-SU19-1

**New Brunswick**
Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom A
Tuesday/Thursday*, 6:00 – 10:00 pm
6:00 – 8:00 pm+
July 9, 11*, 16, 18* 23, 25* 30+
Instructor: Jill Goldy, CPA
CFO/Comptroller, Perth Amboy

**Waretown**
Ocean County Fire & First Aid Training Center
200 Volunteer Way, Classroom A
Tuesday, July 9, 16, 23, 30, August 6*
Instructor: Suzanne Veitengruber, CMFO, RMC

**Principles of Public Purchasing 2 - 30 Hrs - $967**
Course ID: PP-2202-SU19-1

**New Brunswick**
Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom A
Wednesday, 9:00 am – 4:30 pm, 9:00 am – 1:00 pm*
July 9, 16, 23, 30, August 6*
Instructor: Suzanne Veitengruber, CMFO, RMC

**Waretown**
Ocean County Fire & First Aid Training Center
200 Volunteer Way, Classroom A
Tuesday, July 9, 16, 23, 30, August 6*
Instructor: Suzanne Veitengruber, CMFO, RMC

**Principles of Public Purchasing 3 - 30 Hrs - $977**
Course ID: PP-2203-SU19-1

**Somerville**
Somerset County Administration Building
20 Grove St., 3th Floor, Human Resource Training Room
Wednesday, 9:00 am – 3:30 pm
July 10, 17, 24, 31, August 7
Instructor: Sean P. Canning, Principal, The Canning Group

**Green Product Purchasing - 3 Hrs. - $129**
Course ID: PP-2216-SU19-1

**Waretown**
Ocean County Fire & First Aid Training Center
200 Volunteer Way, Classroom A
Thursday, July 18, 9:00 am – 12:00 pm
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 red “Register Now” link in the left column.

**Course Payment and Fees**
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 ONLINE 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.