

# REGISTRATION, INVOICE & VOUCHER CERTIFICATION FORM

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

## IMPLEMENTATION OF INTERNAL CONTROLS

MARCH 15, 2019 NJ LAW CENTER, NEW BRUNSWICK, NEW JERSEY

Approved by DCA – CMFO, CCFO – 4 CEU's – Accounting

Approved by DCA – CTC – 4 CEU's – General/Secondary Duties

Approved RMA, CPA, PA – 4 CPE's – Accounting/Auditing

No One Will Be Permitted Without Purchase Order or Payment By Day of Seminar P.O. # \_\_\_\_\_

Returning a copy of this completed form insures you a reservation at the above seminar. Just send us this form with or without a check, No need to send us your voucher for a separate signature because this form has been approved by the DLGS Local Finance Board and meets the requirements for certification of performance of service.

9:00 am – 9:30am Registration, **HOT BUFFET BREAKFAST**

9:30 am -12:50 pm \* Procedures for Periodic Employee Review

How Frequent should a review be performed?

\* Types of Controls

\* Cash Management – Do You Have One?

\* Safeguard of Checks

\* Who Makes Daily Deposits?

What Security is Used?

\* Importance of Bank Reconciliation

Who Prepares?

\* Requirements of Signatures on Checks

\* Segregation of Duties

\* Purchasing Procurement Controls

\* Fixed Asset Accounting – Maintaining – Updating

\* Technology Security

\* How Secured are the Computers in Your Office?

**SPEAKER: RICK GARTZ, RMA, CPA**

Mail Checks to: Institute for Professional Development  
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200  
Internal Controls Seminar 3/15//19 - Directions on Web Site: <http://ipd2.com>  
**FAX YOUR REGISTRATION (973) 777-0401**

**Cancellation Policy - 48 Hours before seminar in writing by Fax**

\*During Inclement Weather check our website <http://ipd2.com> Day Before Seminar\*\*

SEMINAR INCLUDES FULL BREAKFAST BUFFET \_\_\$125 per person \$150 Registration at door

NAME

TITLE

ADDRESS

ORGANIZATION OR GOVERNMENTAL UNIT

TELEPHONE NUMBER

FAX NUMBER

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Just send your check with the application form! You do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirements of the statutes for this type of expenditure.



Michael F. Conti, Program Coordinator  
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