



Office Professional Training

Mississippi Rural Water Association
5400 N Midway Rd, Raymond, MS 39154-8202
Phone: 1.800.343.2520 Fax: 601.857.2434

March 28, 2017

Trade Mart Building, 1200 Mississippi Street, Jackson, MS 39202

Agenda

- 7:30 Registration & Welcome
- 8:45 Purchasing/Bid Laws: Sam Atkinson, Office of State Auditor
- 9:45 Budgeting: Sam Atkinson, Office of State Auditor
- 11:00 Internal Controls, Fraud, Waste & Abuse: Sam Atkinson, Office of State Auditor
- 12:00 LUNCH - Provided
- 1:00 Water Loss Insurance: Mark Slater, ServLine
- 2:00 Time Management & Organization with Bullet Journaling: Daniel Vassel
- 4:00 Adjourn

OPTR Credits: Office Mgt-(6); Finance- (4); W/WW (0); Legal- (2); Personnel- (3); Personal -(2)

Please pre-register a week prior to class date. There is a \$100.00 registration fee for this class.

March 28, 2017 - Jackson

Name: _____ System/Company: _____

Address: _____

City/State/Zip: _____

Phone/Fax/Email: _____

Send form with payment to MsRWA, 5400 N Midway Rd, Raymond, MS 39154 / Fax: 601.857.2434

For more information call MsRWA at 1.800.343.2520.

