

# DISTRICT PROCUREMENT CARD TRAINING

The next procurement card training class will be held on the following date:

**Thursday, February 15TH, 2007**  
**EUGENE BRUCKER EDUCATION CENTER AUDITORIUM (1st FLOOR)**  
**3:30PM - 4:30PM**  
**Instructor: Sandy Davis, Accounts Payable Supervisor**

**\*\*ATTENDING TRAINING IS A REQUIREMENT TO OBTAIN A DISTRICT PROCUREMENT CARD\*\***

If you are interested in applying for a district procurement card and have not already held a card or completed a training session, you are advised to attend this training. You must also attend if you are a new approving official who has not yet attended this class or if you plan on becoming an approving official (or cardholder) at a later date in time. **School principals, site administrators, financial clerks and secretaries** are also strongly urged to attend (if they have not already done so).

**\*\*\*PLEASE RSVP TO JULIE NGUYEN, IN THE FISCAL CONTROL DEPARTMENT NO LATER THAN FRIDAY, February 9TH, 2007\*\*\***

Julie Nguyen  
San Diego Unified School District  
Fiscal Control, room 3251  
619/725-7669  
619/725-7692 Fax  
[jnguyen1@sandi.net](mailto:jnguyen1@sandi.net)