**JMU Finance & Administration Certificate Training**

**\*\*NEW PARTICIPANT\*\***

**INTENT TO ENROLL – FACT Fall FY24**

**Tuesday, November 14 & Thursday, November 16 1:00-4:30PM**

Participant Name: Department:

Email: Phone: MSC:

Supervisor’s Name: Email: Phone:

Briefly describe your administration and finance related duties:

Are you designated as a “fiscal contact”? Yes or No Hire date:

If yes, list one of the Deptids for which you are the fiscal contact:

Participation in the FACT Fall FY24 cohort will be determined based on the following criteria:

* Continuous employment at James Madison University **for one full year** (exceptions may be considered)
* **Completion and use of skills** gained in: eVA Overview #IT502, Finance Overview #IT610, Finance Reading Reports #IT612, Finance 101 Series (Attach printout from your MyMadison Training Summary showing completion of these workshops.)
* **Participant’s on-going participation** in the Finance Forums
* Date completed application is received
* **Priority will be given to staff required to routinely implement procedures covered by this certification program**

Signatures indicate acknowledgement that participants will be learning about various areas of administration and finance in addition to those functions applicable to current job responsibilities and represents commitment to complete the course. T**here are no make-up sessions, both sessions are required.**

Participant Signature: Date:

Supervisor’s Approving Signature: Date:

***Return this completed Intent to Enroll form & the required Training Summary****;* showing completion of the pre-requisite IT 502, 610, and 612 training courses and all Finance 101 modules as well as Finance Forum participation, to the Cash & Investments Office, attention Tish Leeth, MSC 5711 or to the [iis.finance@jmu.edu](mailto:iis.finance@jmu.edu) mailbox. Enrollment is managed by Cash & Investments; you may not self-enroll. Completed and approved forms are due to Cash & Investments by Friday, October 20, 2023.