**JMU Finance & Administration Certificate Training**

**\*\*REFRESHER ONLY\*\***

**INTENT TO ENROLL – FACT Spring FY23**

**Wednesday, March 22 & Wednesday, March 29 1:30-4:30PM**

Participant Name: Department:

Email: Phone: MSC:

Supervisor’s Name: Email: Phone:

Briefly describe why you would like to participate in the refresher:

Are you currently a “fiscal contact”? Yes or No

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

Participation as a refresher in the 2023 FACT cohort will be determined based on the following criteria:

* Participant’s on-going active participation in the Finance Forum
* Date completed application is received
* **Priority will be given to new participants, refresher participants determined on space available basis**
* Indicate date you completed FACT Certification:

Signatures below indicate understanding 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, **there are no make-up sessions**)

Participant Signature: Date:

Supervisor’s Approving Signature: Date:

*Return this completed Intent to Enroll form* ***& the required MyMadison Training Summary*** *showing continued Finance Forum* *participation,* to the Cash & Investments Office, attention Tish Leeth, MSC 5711, by Friday, March 3, 2023. Enrollment will be handled by Finance; you will not be able to self-enroll via MyMadison