

Campus Event Scheduling Office
 Portland State University
 P.O. Box 751 (SMCO)
 Portland OR 97207
 (503) 725-4442 / (503) 725-8060

Organization	Reservation: 201487
Cindy Waugh Business Affairs BAO #167 NH	Event Name: Specialized Accounting Services Training Status: Confirmed Phone: 5-3098 Fax: 5-5594 Event Type: Training Billing Reference: BAO 070 Event Coord: Sarah Orschel

Bookings / Details

Wednesday, May 20, 2009

1:30 PM - 3:00 PM Travel Training (Confirmed) SMU SMU 236

Reserved: 1:00 PM - 3:30 PM

Classroom Style for 40

Room Charge: (2.5 hours @ \$25.00/hr)	1	\$62.50	\$62.50
Less 100% Discount			(\$62.50)

Misc Charges:

Set Up Fee (Medium Room)	1	\$10.00	\$10.00
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Thursday, May 21, 2009

10:00 AM - 11:30 AM Travel Training (Confirmed) SMU SMU 236

Reserved: 9:30 AM - 12:00 PM

Classroom Style for 40

Room Charge: (2.5 hours @ \$25.00/hr)	1	\$62.50	\$62.50
Less 100% Discount			(\$62.50)

Misc Charges:

Set Up Fee (Medium Room)	1	\$10.00	\$10.00
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Wednesday, May 27, 2009

10:00 AM - 11:30 AM Procurement Card Training (Confirmed) SMU SMU 236

Reserved: 9:30 AM - 12:00 PM

Classroom Style for 40

Room Charge: (2.5 hours @ \$25.00/hr)	1	\$62.50	\$62.50
Less 100% Discount			(\$62.50)

Misc Charges:

Set Up Fee (Medium Room)	1	\$10.00	\$10.00
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1:30 PM - 3:00 PM Accounts Payable Training (Confirmed) SMU SMU 236

Reserved: 1:00 PM - 3:30 PM

Classroom Style for 40

Room Charge: (2.5 hours @ \$25.00/hr)	1	\$62.50	\$62.50
Less 100% Discount			(\$62.50)

Misc Charges:

Set Up Fee (Medium Room)	1	\$10.00	\$10.00
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Thursday, May 28, 2009

10:00 AM - 11:30 AM Accounts Payable Training (Confirmed) SMU SMU 228

Bookings / Details

	Quantity	Price	Amount
Reserved: 9:30 AM - 12:00 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$25.00/hr)	1	\$62.50	\$62.50
Less 100% Discount			(\$62.50)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
1:30 PM - 3:00 PM Procurement Card Training (Confirmed) SMU SMU 228			
Reserved: 1:00 PM - 3:30 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$40.00/hr)	1	\$100.00	\$100.00
Less 100% Discount			(\$100.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
<u>Monday, June 15, 2009</u>			
1:30 PM - 3:00 PM Fixed Assett Training (Confirmed) SMU SMU 236			
Reserved: 1:00 PM - 3:30 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$25.00/hr)	1	\$62.50	\$62.50
Less 100% Discount			(\$62.50)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
<u>Thursday, June 18, 2009</u>			
10:00 AM - 11:30 AM Fixed Assett Training (Confirmed) SMU SMU 236			
Reserved: 9:30 AM - 12:00 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$25.00/hr)	1	\$62.50	\$62.50
Less 100% Discount			(\$62.50)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
<u>Wednesday, August 26, 2009</u>			
10:00 AM - 11:30 AM Fixed Assett Training (Confirmed) SMU SMU 236			
Reserved: 9:30 AM - 12:00 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
1:30 PM - 3:00 PM Travel Training (Confirmed) SMU SMU 236			
Reserved: 1:00 PM - 3:30 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
<u>Thursday, August 27, 2009</u>			
10:00 AM - 11:30 AM Travel Training (Confirmed) SMU SMU 236			
Reserved: 9:30 AM - 12:00 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)

Bookings / Details

	Quantity	Price	Amount
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
1:30 PM - 3:00 PM Fixed Assett Training (Confirmed) SMU SMU 236			
Reserved: 1:00 PM - 3:30 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
<u>Wednesday, September 02, 2009</u>			
10:00 AM - 11:30 AM Procurement Card Training (Confirmed) SMU SMU 236			
Reserved: 9:30 AM - 12:00 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
1:30 PM - 3:00 PM Accounts Payable Training (Confirmed) SMU SMU 236			
Reserved: 1:00 PM - 3:30 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
<u>Thursday, September 03, 2009</u>			
10:00 AM - 11:30 AM Accounts Payable Training (Confirmed) SMU SMU 236			
Reserved: 9:30 AM - 12:00 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
1:30 PM - 3:00 PM Procurement Card Training (Confirmed) SMU SMU 236			
Reserved: 1:00 PM - 3:30 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
<u>Wednesday, November 18, 2009</u>			
10:00 AM - 11:30 AM Fixed Assett Training (Confirmed) SMU SMU 236			
Reserved: 9:30 AM - 12:00 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
1:30 PM - 3:00 PM Travel Training (Confirmed) SMU SMU 236			
Reserved: 1:00 PM - 3:30 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00

Bookings / Details

	Quantity	Price	Amount
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
<u>Thursday, November 19, 2009</u>			
10:00 AM - 11:30 AM Travel Training (Confirmed) SMU SMU 236			
Reserved: 9:30 AM - 12:00 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
1:30 PM - 3:00 PM Fixed Asset Training (Confirmed) SMU SMU 236			
Reserved: 1:00 PM - 3:30 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
<u>Tuesday, November 24, 2009</u>			
10:00 AM - 11:30 AM Procurement Card Training (Confirmed) SMU SMU 236			
Reserved: 9:30 AM - 12:00 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
1:30 PM - 3:00 PM Accounts Payable Training (Confirmed) SMU SMU 236			
Reserved: 1:00 PM - 3:30 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
<u>Wednesday, November 25, 2009</u>			
10:00 AM - 11:30 AM Accounts Payable Training (Confirmed) SMU SMU 236			
Reserved: 9:30 AM - 12:00 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
1:30 PM - 3:00 PM Procurement Card Training (Confirmed) SMU SMU 236			
Reserved: 1:00 PM - 3:30 PM			
Classroom Style for 40			
Room Charge: (2.5 hours @ \$30.00/hr)	1	\$75.00	\$75.00
Less 100% Discount			(\$75.00)
Misc Charges:			
Set Up Fee (Medium Room)	1	\$10.00	\$10.00
Subtotal			\$240.00

Bookings / Details

	Quantity	Price	Amount
Tax 1 (0%)			
Grand Total			\$240.00