



State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

March 27, 2008

MEMORANDUM NO. SAD 08-24

TO: Chief Fiscal Officers
Vice Chancellors
Business Managers

FROM: Robert L. Powell, State Controller

SUBJECT: E-Commerce Conference - 2008

The Office of the State Controller (OSC) will sponsor an *E-Commerce Conference* on April 23, 2008 at the McKimmon Center in Raleigh. The registration fee for this conference is **\$50 per attendee**, which includes all course materials, continental breakfast, break service, and lunch. As a prerequisite, attendees must be employed by a State agency, university, or community college or must be a current participant in the Statewide Electronic Commerce Program (SECP). Due to classroom size, the course will be limited to 300 participants. Please register for this seminar as soon as possible. Recent OSC seminars have reached capacity levels.

To register for this seminar, click on the "Training" link at the top of the OSC website (<http://www.ncosc.net>). The registration deadline is Tuesday, April 15, 2008. Payment can be made by check or electronic transfer. NCAS agencies should use vendor number 561611588-03 as required by the intergovernmental transactions procedure. Please reference on your cash management transfer that the payment is for registration fees for the *E-Commerce Conference - 2008*, with the first and last names of the registrants. Please note that agencies should register attendees individually but can submit one payment to cover all registration fees. For payments by check, please also attach a listing of first and last names of the registrants.

This conference will qualify for 7 hours of CPE credit. Participants will learn how to better utilize services offered through the SECP and learn about new services being considered. Relevant issues pertaining to Electronic Funds Transfer (EFT) and merchant card processing will be discussed. The various vendors supporting the SECP will also participate. The focus will be on assisting agencies in identifying how they can more fully participate in E-Commerce for both disbursement and collection of funds. Also vendor exhibits will be available from 4:00 pm to 4:30 pm.

If you have any general administrative or registration questions, please contact Gwen Earp at (919) 871-6481. We look forward to your participation.

Attachment

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