



FLORIDA STATE
UNIVERSITY

Controller's Office
CTL-Communication@fsu.edu

Financial Basics Certificate Series

Name: _____

Date: _____

Employee ID: _____

Email: _____

Upon completing all required courses, submit completion form to the Office of Training & Organizational Development at training@fsu.edu.

| Course Curriculum | Date Completed | Verified by Training Office |
|--|----------------|-----------------------------|
| Introduction to University Accounting (BTAC01) | | |
| Intermediate University Accounting (BTAC02) | | |
| Procurement Policies (BTPUR2) | | |
| Travel Expense & T-Card (BTTE03) | | |
| Internal Billing (BTUIB1) | | |
| Internal Controls (COIC01) | | |
| Accounts Payable (TBD) | | |