

DATE: April 16, 2009
TO: Agency Addressed (No. 12, 2008-2009)
FROM: Kimberly D. McMurray, Director
Division of Accounting and Auditing
Department of Financial Services
SUBJECT: FLAIR CLASSES

The Department of Financial Services is pleased to announce the following FLAIR classes for agency fiscal staff:

<u>CLASS NAME</u>	<u>CLASS DURATION</u>	<u>CLASS DATES</u>
Managed Reporting Environment (MRE) for the Information Warehouse	1 day course	May 7, 2009 May 21, 2009
Report Distribution System (RDS) End User	1/2 day course	May 5, 2009 May 19, 2009
Report Distribution System Agency Administrator	1/2 day course	April 30, 2009 May 28, 2009
Purchasing Card for Approvers	1/2 day course	May 12, 2009 May 27, 2009

Descriptions of the above courses are available on the FLAIR Education website at <http://www.myfloridacfo.com/aadir/FLAIREducation.htm>. To register for a class, send your request to FLAIREducation@myfloridacfo.com.

All FLAIR classes are held in Tallahassee and free of charge to agency employees.