



IAD Financial Procedure Update

As per the request of the YMCA, we will be instituting a new financial procedure that will become effective February 9, 2009. The new IAD financial procedure will be as follows:

1. All IAD training sessions will need to be paid for prior to participating in your training session. You will have the options to pay by the session, by the week or by the month. The two methods to pay are as follows:
 - a. You can pay at the front desk prior to your scheduled training session.
 - b. You can go online and pay for your session(s) prior to coming in for your training session. (more information to come)
2. When you pay for your training session(s), request two copies of the receipt; one for your records and one to give to us for entry into your file.

If you have any questions, please contact Joe Lenker at the phone number or e-mail address below.

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