



Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

Campus/Department Request for Training

Date: _____

Campus: _____

As a Support Service for all Campuses and Departments, the Business Office is offering training on many financial related procedures and forms that are required to be completed and submitted to the Business Office accurately and in a timely manner. We will answer any questions you may have and assist in any area where you need additional training. The trainings we offer include, but are not limited to the following topics:

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Requisition Procedures

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Purchase Order Procedures

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Purchasing Co-Ops

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District Bids

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Student Activity Procedures

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Administrative Travel Procedures

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Payroll Procedures

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TimeClock Procedures

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Workers Compensation Procedures

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Please indicate which training you would like us to provide and select two dates and times you will be available for us to conduct the training.

Training date and time: _____

Training date and time: _____

Campus/Department Signature: _____

Date: _____