



United States Department of Agriculture

CONTRACT ADMINISTRATION WORKSHOP

Rural Development

Rural Utilities Service

RURAL UTILITIES SERVICE WILL BE OFFERING A CONTRACT ADMINISTRATION WORKSHOP TO ASSIST CURRENT AND POTENTIAL BORROWERS AND ENGINEERS DISCUSSING CONTRACT DOCUMENTS AND ADMINISTRATION. THIS WORKSHOP WILL INCLUDE A SESSION ON ADVANCEING FUNDS USING THE RUS FORM 481 AND FIELD AUDIT GUIDANCE. **IF YOU ARE INTERESTED IN ATTENDING, PLEASE RSVP BY COMPLETING AND EMAILING THE ATTACHED FORM.**

WORKSHOP PRESENTERS:

CHRIS COLLINS, GFR—MISSOURI/ILLINOIS

JAMES WILSON, GFR—KENTUCKY/INDIANA

RICHARD MARTIN, FIELD ACCOUNTANT—ILLINOIS/INDIANA

DATE: JUNE 30, 2015 - JULY 2, 2015

**WHERE: RURAL DEVELOPMENT STATE OFFICE
CHAMPAIGN, IL**

TIME: 9AM—4PM: TUESDAY

8AM—4PM: WEDNESDAY

8AM—12 NOON: THURSDAY

RSVPs will receive an attendance packet with agenda, address, and travel information.

RSVP FORM

2015 CONTRACT ADMINISTRATION WORKSHOP

CHAMPAIGN, IL

JUNE 30 - JULY 2, 2015

ATTENDEE:

EMAIL:

1) _____

2) _____

3) _____

4) _____

5) _____

COMPANY INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CITY: _____

STATE: _____

INTERESTED IN RUS FUNDING: **YES** **NO**

CURRENT RUS BORROWER: **YES** **NO**

ARE YOU INTERESTING IN OTHER RURAL DEVELOPMENT FUNDING? **YES** **NO**

RSVP DUE BY JUNE 19, 2015

EMAIL COMPLETED RSVP FORM TO:

CHRIS COLLINS, GFR MISSOURI/ILLINOIS

EMAIL: chris.collins@wdc.usda.gov

IF YOU HAVE QUESTIONS, PLEASE CONTACT:

CHRIS COLLINS: (573) 208-0574

JAMES WILSON: (859) 221-7646