Attachment C

Continuing Education Activity Report

In order to maintaining statistical records required by the University, the Continuing and Professional Studies Office must be informed for TOTAL FUNDS collected.

Please complete this report and return to the Continuing and Professional Studies Office, MS 4460, after receipt and reconciliation of program fees.

Program Title:_____

Program Date(s):_____ to _____ Total # of Participants:_____
(start) (end)

	Number of Registrants		**Cost/Registrant**		**Explanation**
Example	10	X	$20	=	$200 Regular Fee
Example	3	X	$15	=	$45 Discount (Pre-register)
		X	$	=	$
		X	$	=	$
		X	$	=	$

Funds received from contributions, grants:_____

Total Funds Collected:_____

Activity Director:_____
(please print) (signature)

Today's Date:_____ Mail Stop:_____

Funding if no conference fee charge:_____
(source) (amount)

CAPSO is the only office authorized to issue CEU certificates on behalf of Texas A&M University.
CE Forms available at: http://capso.tamu.edu/resources/forms.html.