



WEST VIRGINIA PURCHASING DIVISION

wvOASIS Fixed Assets Training

REGISTRATION FORM & WORKSHOP SUMMARY

Name of Participant: _____

Job Title: _____

Agency / Organization: _____

Address / City: _____

E-mail Address: _____ Telephone: _____

Are you responsible for asset management, disposal, and/or inventory certification for your agency?

Yes ____ No ____

Class Title: wvOASIS Fixed Assets

Course Content: In this session, participants will learn how to add fixed assets to and retire property from the wvOASIS Fixed Asset System. Additionally, participants will learn how to run agency reports containing an overview of their inventory. Participants will be requested to bring agency-specific fixed assets for hands-on practice.

Objective: To gain a better understanding of how to add and retire fixed assets in the wvOASIS Fixed Asset System as well as run inventory reports.

Who Should Attend: Any state employee who has been designated as his or her agency's Asset Management Coordinator. The Asset Management Coordinator is responsible for adding, maintaining and certifying his or her agency's fixed assets, as well as retiring property no longer needed by the owning state agency.

Duration: 3 Hours

Location: West Virginia State Agency for Surplus located at 2700 Charles Avenue in Dunbar

These hands-on sessions will address agency-specific issues. To provide the greatest benefit to participants, each session will be limited to four attendees each. Attendance is given on a first-come, first-served basis.

Questions regarding these training sessions may be directed to Sherry Fewell at (304) 356-2424 or Sherry.L.Fewell@wv.gov. Questions regarding registration may be directed to Stephanie Mosley at (304) 558-2744 or Stephanie.M.Mosley@wv.gov.

✓	DATES	TIME
	Wednesday, January 25	9 a.m. – 12 p.m.
	Wednesday, February 22	9 a.m. – 12 p.m.
	Wednesday, March 29	9 a.m. – 12 p.m.
	Wednesday, April 26	9 a.m. – 12 p.m.
	Wednesday, May 17	9 a.m. – 12 p.m.
	Wednesday, June 28	9 a.m. – 12 p.m.