

Payment Information for Academies

Registration Fee: Participants must pay a \$100 non-refundable registration fee. Payment must be enclosed with this registration. A seat in the class will not be reserved for you if payment is not enclosed.

Payment can be in made in two ways:

Check: Make check payable to General Treasurer, State of Rhode Island and mail to: Office of Learning and Development, Rhode Island Department of Administration, One Capitol Hill, Providence, RI 02908-5867.

Journal Entry: Internal charge paid by participants' Agency Finance Office to the Department of Administration. The State Agency's Finance Office should prepare a RIFANS Journal Entry debiting the agency's appropriation account (please use natural account 633100) and crediting account 00.10.068.8301763.00.210010.00000. The Journal entry category should be "Allocation".