2022 Assuring Quality Care for Animals In-

Service Payment Instructions

Participant Cost: $40 for AQCA In-Service Participants.
Payment can be made via **WORKDAY** or **CHECK**.

To pay via **WORKDAY**:

- Log in workday.osu.edu and select "Request Travel or Purchase"
- Select "Request to procure goods and/or services"
    - Requisition Type: Non-Catalog Request
    - Worktags: Your county cost center, balancing unit, fund, etc.
    - Request Service
    - Description: Assuring Quality Care for Animals In-Service
    - Spend Category: Education and Training – Conference Registrations (SC10663)
    - Supplier: Ohio 4-H Youth Development
    - Start Date: 11/2/2022
    - End Date: 11/2/2022
    - Extended Amount: $40 per person
- Add to cart, then checkout!
- At checkout, complete the internal memo (business purpose) and double check the worktag information
- After you submit, a requisition number (RQ#) will be generated – submit this with your registration.

To pay via **CHECK**:

- Make checks payable to "The Ohio State University"
- Mail to:
  OSU Animal Sciences Building
  Attn: Elizabeth Share
  2029 Fyffe Ct
  Columbus, OH 43210

THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES