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

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