

# DOC EXPRESS FOR LOCAL PUBLIC AGENCIES

Topics covered include:

- Filing systems, naming convention, and workflow for contract documents.
- Procedures for Processing Contract Modifications.
- How to look up information that has been uploaded.
- Final Review in Preparation for Audit.



**Prerequisite:** None

**Course Length:** 1/2 day

**Cost:** There is no fee for this course.

**Exam:** There is no exam for this course.

**To enroll:** Go to [www.iowadot.gov/training/ttcp/registration.html](http://www.iowadot.gov/training/ttcp/registration.html)

**Classes begin at 9 a.m.**

| Location                            | Starting Date      | Days | Maximum Class Size |
|-------------------------------------|--------------------|------|--------------------|
| EMCR - Ames                         | 3/9/17             | 1/2  | 35                 |
| EMCR - Ames                         | 3/9/17<br>1:00 pm  | 1/2  | 35                 |
| District 2 Materials - Mason City   | 2/2/17             | 1/2  | 35                 |
| District 2 Materials - Mason City   | 2/2/17<br>1:00 pm  | 1/2  | 35                 |
| District 3 Conf. Rm. - Sioux City   | 3/16/17            | 1/2  | 35                 |
| District 3 Conf. Rm. - Sioux City   | 3/16/17<br>1:00 pm | 1/2  | 35                 |
| District 4 Conf. Rm. - Atlantic     | 2/9/17             | 1/2  | 35                 |
| District 4 Conf. Rm. - Atlantic     | 2/9/17<br>1:00 pm  | 1/2  | 35                 |
| District 5 Materials - Fairfield    | 2/23/17            | 1/2  | 35                 |
| District 5 Materials - Fairfield    | 2/23/17<br>1:00 pm | 1/2  | 35                 |
| District 6 Conf. Rm. - Cedar Rapids | 2/13/17            | 1/2  | 35                 |
| District 6 Conf. Rm. - Cedar Rapids | 2/13/17<br>1:00 pm | 1/2  | 35                 |