



Training Course Cost Approval

Requestor:

Complete the Training Request Form and submit to your supervisor or departmental training representative for signature 20 days prior to the desired class date(s).

Departmental Training Representative:

Forward the completed Training Request Form to City University, 5215 Simpson Stuart, Room 130.

For additional information, call 214-671-1318 or 214-671-1319. Email: cityuniversity@dallascityhall.com

Name: _____ Phone: _____ Fax: _____

Emp #: _____

Job Title: (optional) _____

Division Name: _____

Work Address: _____

Course(s):	Date(s):	Time(s):	Location(s):

Supervisor: _____ Department: _____

Email: _____ Object: _____

Org: _____

Date: _____ Fund: _____

Authorized Signature: _____

Note: Course Cost will be charged to the appropriate Org and Fund using the City of Dallas JV process.

City University Use Only:

Course Approved	[]	Course Cancelled	[]
Course Filled	[]	Course Unapproved	[]