



## 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](mailto: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	[ ]