

Training Approval

Employee Information	
Name :	Job Title :
Phone :	Email :
Manager :	Mgr Phone :

Billing Information	
Unit :	ELCID :

Course Information		
Class :		
Vendor :		
Date :	Time :	Cost :

Approval	
Managers Approval :	Date :

Notes:

For Accounting Use Only								
Fund	Department	Unit	Commodity Code	Appropriation Unit	Object Code	Vendor Number	Contract Number	Activity Code