

Purchasing and Stores Training Form

This Request is for: **Individual** (Complete form & attach Evaluation Form) e-Learning Registration
 Group Training (Attach attendance sheet & Evaluation Form)
 e-Learning Registration

1. EMPLOYEE INFORMATION

Name: _____ Date: _____

I work in: Purchasing University Stores

Name of Supervisor/Manager: _____

2. COURSE INFORMATION

Name of Course: _____

Course Date: _____ Cost: _____

Number of Hours: _____ Location: _____ Instructor: _____

3. APPROVAL (MANAGER ONLY) Approved Disapproved _____
 Signature

Funding Source

PDF
 General Department Budget
 Employee

Type of Training

In-House
 T&D Class
 E-Learning
 Other _____

Requested by

Department
 Employee

Description/Overview: _____

Additional costs for Group Training:

Instructor \$ _____ Room Rental \$ _____ Training Materials \$ _____

Food & Beverages \$ _____ Other/Explain _____

Instructions

- Individual Training: 1. Complete this form & submit it to your manager for approval of the requested training.
 2. The manager will: 1) approve or disapprove the request for training by signing the form.
 2) retain this form until the requestor provides proof of completing the training.
 3) submit the form to the HR team who will update the employee's training record.

Group Training: The manager overseeing the group training activity is responsible for completing & submitting the form to the HR team. It is imperative for the manager to include the attendance sheet in order for the HR team to update individual employees' training records. Distribute & collect evaluation form from each employee.