



Manchaca Fire/Rescue Training Request Form

PRINT INFORMATION CLEARLY

Name/Rank

School Name

e-mail address

Course

City/Location

Phone Number (Home / Cell)

Date(s) of Course

Detailed: Class Information

Include a description of the class, contact information as well as cost and registration information / form. Attach a copy of the class announcement if at all possible.

Statement of Obligation

If cancellations are made on short notice or if you are a "no show", any costs incurred to the FD can be passed along to the individual. This may also impact the individual's future training requests. Upon completion of the class a copy of the Certificate of Completion must be submitted to get full credit for training. Any requests for reimbursement must be submitted on the department reimbursement form and have receipt(s) attached.

Applicant signature

Date

Supervisor's signature

Date

Completed Training Request Forms must be submitted at least 30 days prior to the class registration deadline. It is the responsibility of the attendee to submit proper information in a timely fashion.



ACCEPTED



DECLINED

