



Arizona Peace Officer Standards and Training Board



# Allocation Funding Work Sheet

**Training Requested:**

**Date(s) of Training:**

**Location of Training:**

**Sworn Personnel Attending:**

### Prior to Submitting the Application

\$ \_\_\_\_\_ Available Agency Allocation Fund balance (Follow the links at [www.azpost.gov](http://www.azpost.gov)).

### Submitting The Application For Pre-Approval

**Be sure the following information has been included:**

- \_\_\_\_\_ Signature of approving person (agency training coordinator or agency head)
- \_\_\_\_\_ Brochure/Information on the training
- \_\_\_\_\_ Name/s of person/s attending (**SWORN PERSONNEL ONLY**)
- \_\_\_\_\_ Last 4 digits of social security
- \_\_\_\_\_ Location and Dates of training

**Identify Costs:**

- \_\_\_\_\_ Registration: (The # of people x the \$ for each registration = total registration)
- \_\_\_\_\_ Airfare: (The # of people x the \$ for each ticket = total airfare)
- \_\_\_\_\_ Lodging: (The # of rooms x the # of nights = total lodging)
- \_\_\_\_\_ Per Diem: (The # of days x the # of people = total per diem)
- \_\_\_\_\_ Other costs: (Describe the cost and attach memo explaining why necessary)

Date the Application was **faxed** to AZ POST (602) 244-0477 for pre-approval.

Date the Application was **pre-approved**.

### After the Training is Completed

- \_\_\_\_\_ Within sixty (60) days after the training is completed submit the pre-approved Allocation Funding Application form for reimbursement. Training occurring in June must be submitted by June 30<sup>th</sup> to ensure payment in the proper fiscal year.
- \_\_\_\_\_ Include documentation that your agency has paid the training costs and proof of attendance to AZ POST for reimbursement.

Date the Allocation Funding Application with Documentation was submitted to AZ POST for reimbursement.

Date that Agency received reimbursement.