



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).

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 emailed to lynnp@azpost.gov for pre-approval or the date the pre-approval request was faxed to AZPOST (602) 244-0477.

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 30th to ensure payment in the proper fiscal year. NOT CALENDAR 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.