

CITY MANAGER APPROVAL/DENIAL

Request Approved

Request Denied

City Manager Signature

Date

HUMAN RESOURCES USE ONLY

Application for Educational Assistance Received

Tuition Receipt Furnished (\$_____)

Requisition to Finance (_____/_____/_____)

Transcript Furnished

_____ (Grade) _____ (Course)

_____ (Grade) _____ (Course)

Repayment Due City Based on Grade(s)

\$_____ Deducted From Payroll Dated _____

Repayment Due City Based on Termination

\$_____ Deducted From Payroll Dated _____

CITY MANAGER APPROVAL
(Required for ALL Requests)

Approved

Denied (*)

City Manager Signature

Date

HUMAN RESOURCES USE ONLY

Extended Leave Hours Available _____

Hours Transferred For Use _____

Hours Donated _____

Extended Leave Hours Balance _____

Processed By _____

(*) If you are denying use of or donation from an employee's extended leave bank, you must attach an explanation of your reason(s) for denial.