



Request for Payment Approval for class enrollment.
This form does not transfer payment, invoice sent separately.

1. Choose class from the Premier Knowledge Solutions [Course Catalog](#)
2. Obtain manager approval. No enrollments will be accepted unless they have approval.
3. Please be sure to include an email address for both the participant and your immediate manager so we can confirm your billing with your manager.
4. If you have any questions, please contact Andrew Petrolina (314) 644-6400 ext. 161.
5. Please arrive for your class 15 minutes early to ensure proper registration.
6. Cancellations and rescheduling must be made 5 or more business days before the first day of class.

Participant's Name: _____ E-mail Address: _____

Contact Number: _____

Class Name: _____

Class Date: _____

Class Level: _____

Billing information.

Department paid Training? YES NO, go to next step on credit card payment or personal check

Entity # _____ Sub-account number _____ Cost Center _____

Department

Mailstop/room#/Floor

Street Address

Manager's Name

Manager's Email

Manager's Phone Number

Participant's paid training:

Payment by: Credit Card Number: _____

Expiration date: _____

Personal Check due before the class.

To enroll in the class fax this form to Andrew Petrolina at (314) 644-3670.