



TRAINING LIBRARY CONTRACT
 TRAINING SERVICES DIVISION, OFFICE OF HUMAN RESOURCES
 (CDs, DVDs, BOOKS, & NOOKS)



MATERIAL REQUEST	
Training Material Requested:	
Date of Loan:	
Due Date:	
Date of Return:	
Person requesting/responsible for return:	
Name of DHMH Unit	
Address:	
(Mailing address if different):	
E-Mail Address:	
Phone Number:	
Replacement cost of material:	
PCA Code:	Object Code:

NOOK REQUESTS

NOTICE: Nooks CANNOT be mailed. This item must be picked up and returned to Cynthia Harris or a Training Services Division (TSD) staff member ONLY.

We, the undersigned, understand that if the above named training material is not returned within two weeks of the return due date or an extension requested, our PCA/Object Code will be charged for the replacement cost as stated above.

 Signature of person requesting and responsible for return of TSD Training Material (Date)

 Print Name of Fiscal/Budget Officer for Unit

 Signature of Fiscal/Budget Officer for Unit (Date)

FAX (410-333-5011) or E-Mail a signed copy to the Training Services Division (**ATTN: Cynthia Harris**).
 Materials will be mailed upon completion and receipt of the Training Library Contract form.

TSD STAFF ONLY

MATERIAL DISBURSEMENT	
Pick up Date:	Return Date:
Sent by USPS Date:	Return USPS Date:
EXTENSION REQUEST	
Extension Date:	
Reason:	