

Training / Seminar Approval Form

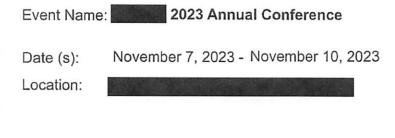
Department Name:	S.T.O.P. SPECIAL CRIMES	JNIT	
Seminar Name:	2023 Conference		
Purpose:	Training		COMMISSIONERS COURT
Place:	ТХ		JUL 2 4 2023
Date:	11/07/2023 thru 11/10/2023		Approvec
Who Will Be Attend	0		
Office	Manager		
This Training	g/ Seminar is necessary for the foll	owing reasons:	
🗖 Require	d continuing education	☑ Job training	
Improve	e work performance	Required certificatio	n
Attach Regist	tration Form and Complete the fo	llowing information:	
Amount of regi	stration \$350.00 Date	registration is due none provid	led
🗆 Return cl	neck to department head		
Request	Freasurer to mail check with registration	n	
If an advance is	s requested, attach a completed Johnson	County Travel Form.	
Deptartment Head S	Signature: Xah		
SEND FOR	M TO COUNTY JUDGE'S OFFI	CE	
RECEIVED B	Y COUNTY JUDGE'S OFFICE		DATE:
APPROVED E	BY COMMISSIONER'S COURT:		DATE:

Registration Invoice

July 11, 2023

Sold To:

Office Manager



Invoice	Order	Order Invoice Date July 11, 2023 / 11:35 AM CT	
Item	Price	Quantity	Amount
Certification	\$350.00	1	\$350.00
		Subtotal:	\$350.00
		Tax:	\$0.00
		Order Total:	\$350.00

Purchase Total:\$350.00 Payment Received: \$0.00 Amount Due: \$350.00

November 6, 2023		
Early Registration	4:30 PM-7:00 PM CT	
November 7, 2023 Registration		
General Session	7:00 AM-8:00 AM CT	
	8:00 AM-9:00 AM CT	
Guest Speaker	9:00 AM-12:00 PM CT	
Lunch on your Own	12:00 PM-1:00 PM CT	
Guest Speaker	1:00 PM-4:00 PM CT	
General Session	4:00 PM-5:00 PM CT	
Social Night	6:00 PM-8:00 PM CT	
DJ and Dance	8:00 PM-11:00 PM CT	
November 8, 2023	0.00 1 / 11.00 1 // 01	
Digital Evidence	8:00 AM-10:00 AM CT	
Weapons Handling (May Change)	10:00 AM-12:00 PM CT	
Lunch Provided by	12:00 PM-1:00 PM CT	
Crime Scene	1:00 PM-3:00 PM CT	
Property Room FAQ's		
November 9, 2023	3:00 PM-5:00 PM CT	
Basic Certification	8:00 AM-10:00 AM CT	
Certification Class Basic Certification	0.00 AM-10.00 AM C1	
Lunch Provided by	10:00 AM-12:00 PM CT	
Basic Certification	12:00 PM-1:00 PM CT	
	1:00 PM-3:00 PM CT	
Certification Class Basic Certification	3:00 PM-5:00 PM CT	

TRAVEL PROCEDURES HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.

DATE: 07/11/2023 DEPARTMENT: STOP						
PERSON SENDING REQUEST:	Office Manager					
3	Office Manager					
How many rooms: <u>1</u> (Please add any special requirements)						
Hotel Name:						
Hotel Address:	City:	State: TX Zip:				
Hotel Telephone #:						
Function Attending: <u>2023</u> Date of Check in: <u>11/06/2023</u> Date of Check out: <u>11/10/2023</u>						