



## Human Resources Training and Development Organization Billing Registration

Thank you for your interest in Oakland County Human Resources training courses. In order for employees of your organization to individually enroll in course sessions, the following information must be on file with our Fiscal Services division.

Please provide authorization for payment information as indicated below. **This form will serve as a one-time authorization and will be used for all employees within your organization. It is your responsibility to discuss training requests with individual employees prior to sending Classroom-based Course Registration Forms to Oakland County Human Resources. We are unable to confirm authorization for payment of each course session prior to individual enrollment.**

- City
- Village
- Township

**Organization Name:** \_\_\_\_\_

**Billing Contact Name:** \_\_\_\_\_

**Billing Department/Division:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Payment Authorized By (print name):** \_\_\_\_\_

**Authorizing Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return completed form to Oakland County HR Training and Development**  
2100 Pontiac Lake Road, Bldg. 41W  
Waterford, MI 48328-0440  
Telephone: 248-452-9945  
Fax: 248-452-9893

We will keep your authorization for payment on file. If you wish to cancel authorization for payment of training, please contact Oakland County HR Training and Development, attn: Kelly Fitzpatrick in writing at the above address or fitzpatrickk@oakgov.com. We will work with you to cancel individuals enrolled in future sessions once your request is received.