Request for EMeRG Class

PLEASE KEEP THE FOLLOWING INFORMATION IN MIND:

1. Any department/organization requesting EMeRG to teach a class will be charged at rate determined by the number of students and the duration of the certification class (current rate information is available from EMeRG).
2. There is an eight (8) student minimum charge for EMeRG teaching services.
3. If the class is canceled without twenty-four (24) hours notice prior to the start of the class, the department/individual will be charged for a minimum of $150.00.
4. **EMeRG requires a minimum of 10 business days to schedule teaching services.**
5. Payment for services is completed through Journal Entry only with the numbers provided to EMeRG on this form. Any exception to this must be cleared through the Chief of UPD.
6. **EMeRG must charge services to Account 59502 (Security Services).** Please do not request services to be charged to another account number, it cannot be done.

Return Completed Form to:

Marc Berenson, EMeRG Coordinator
University Police Department
Woodhull House, Fax Number: 994-6115

BOTH SECTIONS BELOW MUST BE COMPLETED BEFORE SUBMISSION TO EMeRG.

EVENT DETAILS	
Contact Person:	Phone Number:
Department/Organization Requesting the Class:	Number of Students: Cost per Student:
Name of Class Being Taught:	Location of the Class:
Date of Class:	Start Time: Total Hrs: End Time :
Special needs or requests for this class: **TOTAL BILLED:**	

BILLING DETAILS	
Person to be Invoiced	Phone Number
Department	Address
Provide the Oracle Alias to be billed by Journal Entry: *If you do not know the Alias please contact the Oracle help desk at (202) 994-5530 (option 4) and they will help you to access that information.*	☐ ☐ ☐ ☐ ☐ ☐
Name Authorizing Journal Entry	Signature Authorizing Journal Entry
Alternate Payment Arrangement with Chief of Police? *Describe*	

This form can also be accessed on our website at http://gwired.gwu.edu/upd

CC: M. Berenson