



# STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION

WV DIVISION OF PERSONNEL

## ORGANIZATION AND HUMAN RESOURCE DEVELOPMENT

*"Facilitating Learning, Guiding Visionary Change Efforts, Improving Performance"*

1900 KANAWHA BOULEVARD, EAST

STATE CAPITOL COMPLEX

BUILDING 6, ROOM B-456

CHARLESTON, WV 25305

TELEPHONE: 304.558.3950 EXT. 57204

FAX: 304.957.0393

Jim Justice  
Governor

John A. Myers  
Cabinet Secretary

Joe Thomas, Acting Director  
Division of Personnel

### SPECIAL REQUEST FOR SERVICES FORM

#### CONTACT INFORMATION

Department/Organization		Division	Section
Contact Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		Address	
Job Title			
Telephone Number	Fax Number	Email	
Requester's Signature		Date	

*\* Note: A requester must have the authority to enter into contract agreements and reimburse services from other agencies.*

#### REQUEST FOR SERVICE

What performance problem(s) are you trying to address?	What is the desired performance you are seeking to achieve?
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Please indicate the type of service you are requesting from OHRD:

- Training
- Conference
- Seminar
- Other (Please specify) \_\_\_\_\_

Please indicate your preferences below:

- Preferred date & time \_\_\_\_\_
- Preferred location \_\_\_\_\_
- Number of participants \_\_\_\_\_

OHRD	approved _____	declined _____	Date _____
Director, DOP	approved _____	declined _____	Date _____

*\*Note: This form is a request for services and subject to approval before final arrangements can be considered.*