

Unisys Corporation  
1 East Wacker Drive  
Suite 2800  
Chicago, Illinois 60601

## City of Chicago Training Credit/Passport Purchase Form

The \_\_\_\_\_ Department is requesting the purchase of credits for training services. We understand and acknowledge our department will be charged for this purchase, and we are issuing the following Blanket Release Number (formally known as a PG number) in order to obtain the necessary purchase funds:

\_\_\_\_\_.

The following table shows the price structure for credit/passport purchases:

Number of Credits	Price per Credit
1	\$160
2 - 10	\$150
11 - 50	\$135
51 - 100	\$115
101 or more	\$105

**Classroom Training:** Each training credit entitles **one student to one 3.5-hour** module of training. For every 50 training credits purchased, NDS will provide one 4-hour "Open Lab" session to your department at no charge.

**Individual Training:** Each training credit entitles **one student to one hour** of individual or "one-on-one" instruction.

**Important Note:**

***All credits must be redeemed within one year of the date of purchase.  
Please ask for specific details if needed.***

Authorized Signatures:

**Requestor Name** (please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Financial Officer** (please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Credits Purchased: \_\_\_\_\_ Total Dollar Amount: \_\_\_\_\_

Please **FAX** the completed form to the NDS Computer Training Center at (312) 759-5110.

For additional information, please contact NDS at (312) 759-5101.