

REQUEST FOR PROFESSIONAL DEVELOPMENT

Overview of the Requisition Process

The Caldwell-West Caldwell School District requires that individuals interested in attending a professional development course/seminar/conference must pay for the course and be reimbursed once it is completed. Prior to registering and paying for the course, you must obtain approval by your building Principal, the Superintendent or Assistant Superintendent as well as the Business Administrator.

All professional development courses that have a fee associated with them must be board approved prior to taking the course so begin the approval process at least one month prior to the session being held.

STEP #1:

Fill out a Request for Absence for Professional Development form (4 part form) – see attached example. Be sure to include where the course is held (city and state).

STEP #2:

If there is a fee involved, you must also fill out a Requisition form. The Vendor should be the staff member applying for reimbursement. Please include the description of the event and amount of reimbursement requested – see attached example

Mileage reimbursement should be noted separately and is paid at .31 per mile.

Caldwell-West Caldwell Public Schools

WEST CALDWELL, NEW JERSEY

REQUEST FOR ABSENCE FOR PROFESSIONAL DEVELOPMENT

NAME	DATE
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SCHOOL

Up to two (2) days with pay may be granted for the purpose of visiting other schools or attending meetings or conferences of an educational nature.

DATES OF PROFESSIONAL DEVELOPMENT DAYS USED THIS SCHOOL YEAR

DATE(S) LEAVE REQUESTED

CONFERENCE TITLE AND LOCATION

REASON FOR ATTENDING

REIMBURSEMENT

\$ APPROVED DISAPPROVED

PRINCIPAL'S RECOMMENDATION

DATE RECEIVED

Board Approval Date	Account #	Amount

APPROVED DISAPPROVED

DATE

COMMENT

REV. 10/94

SUPERINTENDENT/ASST. SUPERINTENDENT'S SIGNATURE

White - Superintendent

Canary - Personnel Office

Pink - School Office

Goldenrod - Staff Member

REQUISITION

P.O. # _____

REQ. # _____

School Year 2019-2020

Account #	Amount
11-000-223-890-000-015	\$

Date _____

School _____

Dept. _____

Vendor _____

Address _____

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
1	Reimbursement for		\$
		TOTAL:	\$

Source of price information: (Identify catalog by name, date, etc.) _____

Recommended Principal/Administrator _____ Date _____

Approved Board Secretary/Business Administrator _____ Date _____

Returned because: _____

STEP #3:

Have your building principal sign both the Request and Requisition forms then send them to Angela Tobey, Personnel, Harrison Building for processing and approval by the Assistant Superintendent and Business Administrator.

STEP #4:

If the request is approved, a Purchase Order is generated – see attached example You will receive a gold and pink copy of the Request for Absence for Professional Development to keep in your records. You will also receive a gold and pink copy of the Purchase Order.

Keep the Purchase Order copies in a safe place until the class is completed.

STEP #5:

Once the class is completed, sign the pink and gold copies of the Purchase Order, attach a copy of the proof of payment (this must be either a copy of your cancelled check or copy of your credit card statement) and proof of attendance (copy of certificate from the class). If you are being reimbursed for mileage, please include proof of mileage.

If these items are not received, the paperwork will be sent back and your reimbursement will be delayed.

Reimbursements are paid the day after the next board meeting.