

WORKSHOP/CONFERENCE REQUEST
ALL FORMS AND REQUISITION GO TO PAT IANDOLO (NOT ZAYRA GARCIA)

Complete items 1-3 below, obtain required signatures and give to Pat Iandolo **60 days** before the workshop/conference date in order to be added to the Board agenda.

1. Fill out the workshop registration form you received from the company/school (vendor) providing the workshop (leave no blanks).
2. Fill out the workshop/conference form below (leave no blanks).
3. Fill out the workshop requisition form (leave no blanks).

NOTE: All forms/requisition have to be completed in their entirety **or will be returned unprocessed.**

4. If complete, Pat will enter the workshop/conference on the next Board Agenda for approval by the Board of Education. Remember forms have to be given to Pat **60 days** before the workshop date.
5. After Board approval the forms and requisitions will be sent to Zayra Garcia for processing the registration. **Do not assume you are registered until you receive confirmation from Zayra. Check with Zayra before you attend to be sure you are registered.**
6. Upon receiving Board approval and confirmation from Zayra, enter your absence into Absence Management (Aesop) as "PD In-Out of District". In the notes section include title, location, hours and **cost** of the workshop.

NOTE:

- *If you attend a workshop without following these steps and have not received a confirmation from Zayra that you are registered, and the district is billed, you will be responsible for the cost.*
- *In addition, if you do not follow these steps and you register yourself and pay for a workshop yourself and attend without prior approval, you will not be reimbursed.*

Today's Date _____ Workshop Date: _____ Hours: _____ Cost: _____

Staff Member Name: _____

Title of Workshop: _____

Location: _____

Account Code: _____

If using grant funds, specify by circling: Title I Title II Title IV or IDEA

5 DAYS AFTER THE WORKSHOP: Complete the "Travel Report", this is a **summary** of the workshop, available on the website under staff forms. Mileage and other related approved expenses **will not** be paid until a Travel Report is completed. You must complete a requisition for mileage reimbursement.

I approve the workshop described above. The budget line information is included.

Principal/Director's Signature _____ **Date:** _____

Office Use

Board Approval Date:	Submitted to Zayra:	Business Adm. Approval:	Date Notified Staff:
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FORMS AND REQUISITION TO PAT IANDOLO (NOT ZAYRA GARCIA)

REQUISITION

FAIRFIELD BOARD OF EDUCATION

15 KNOLL ROAD

FAIRFIELD, NJ 07004

PHONE: (973) 227-1340

FAX (973) 227-4303

P.O. No. _____

THIS NUMBER MUST APPEAR ON ALL
PACKAGES, INVOICES, AND
CORRESPONDENCE.

VENDOR NAME:	<u>Attach workshop registration form</u>
ADDRESS:	
PHONE:	
EMAIL/FAX:	
ORDER DESCRIPTION:	Workshop Registration Request
ORDERED BY (Staff Name):	
DATE ORDERED:	

SHIP TO: STEVENSON CHURCHILL BOARD OF EDUCATION OFFICE OF SUPERINTENDENT

<u>ITEM DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE PER ITEM</u>	<u>TOTAL AMOUNT</u>
Workshop Title:			
Workshop Date:			
Workshop Location:			
GRAND TOTAL:			\$

Instructions:	
Account Codes:	If Grant, please specify by circling below: Title I Title II Title IV IDEA
Principal/Director's Signature:	Date:

REQUISITIONS WILL NOT BE APPROVED UNLESS ALL INFORMATION IS FILLED IN CLEARLY.

For questions regarding requisitions, please contact Zayra Garcia at 973-227-1340 ext. 6, garciatz@fpsk6.org or if calling directly from your building dial x 2111.