

CONFERENCE REQUEST PROCEDURES:

If you are planning to attend a workshop or conference where registration or lodging costs are involved and those costs will be paid by the district, you must submit the following forms which will be provided in a packet for you:

1. Conference Request Form :Attach copy of workshop/ conference brochure and fill in information on any registration or hotel reservation forms included in the brochure. Must be signed by the Principal; then forwarded to Louise.
2. PO Requests: Please complete a purchase order request to cover registration and one to cover hotel expenses if lodging is required. Once they are completed and approved by the Business Office, you will be registered or if online registration is required you may be directed to do so. Print a copy of any paperwork you complete online and submit to Louise.
3. Special Day Request: If you are attending a workshop or conference on a school day, don't forget to submit a Special Day Request form. This will be included in the packet of forms you will need.
4. Transportation Request: You are asked to use a school car if one is available.

Again, these procedures apply only to those workshops or conferences involving a registration fee and/or lodging expenses.

As you might guess, this takes a few days so it will be necessary for you to submit all paperwork as soon as possible before the registration deadline.

These procedures keep us in compliance with practices set forth by New York State and with procedures required by the auditors.

Thank you for your cooperation.

