

Making Purchases Using Approved Building PD Funds

1. Building PD fund requests should be submitted along with the School Improvement Plan, on the School Improvement Plan template provided by the Student Info/Planning & Assessment Office. Budget requests must be aligned to the SIP.
2. Once the building PD budget is approved, building PD reps are responsible for communicating the approved budget to their building staff.
3. You may begin making purchases from your approved budget, beginning July 1. All purchases are to be made through the Professional Development Office by Susan. To request a purchase of any goods or service, a completed PDC Requisition form must be submitted to Susan in the Professional Development Office. The PDC Requisition form with complete information and accompanying documentation (ex. completed conference registration form for each staff member attending) must be submitted by either the building principal or building PDC representative.
 - 1 requisition per activity. Example: one requisition for conference registration and lodging.
 - Include complete information for lodging; hotel name, address, phone number, special conference rate code (if applicable), names of people staying, who is rooming with whom, check in and check out date.
 - **PD funds will not be used for purchases that were made without a requisition. Reimbursement will not be made to staff members who paid conference registrations with their personal funds.**
 - As soon as you book your guest speaker, a requisition with accompanying quote including pricing from the vendor must be submitted in order to secure a Purchase Order. In accordance with district purchasing policies, this must be done **BEFORE** the services are received.
4. All invoices for approved PD budget purchases need to be forwarded to the Professional Development Office so they can be matched up with the approved requisition before they are forwarded for payment. Staff staying overnight in lodging reserved by Susan must also obtain a final receipt from the hotel and forward to the Professional Development Office upon return.
5. The deadline for submitting requisitions and encumbering PD money for each year is determined by the Business Office and usually occurs before Spring Break. In order to get purchase orders completed and paid by the end of the budget year, the Professional Development Office must adhere to this deadline.