

PO# _____
for Business Office

Berlin-Boylston Public Schools

REQUEST FOR APPROVAL of WORKSHOP or CONFERENCE

All requests for workshop or conference approval must be received by the Principal *at least two (2) weeks prior to registration.* Approval is required prior to registration.

- Attach a copy of the description of the workshop you wish to attend.
- If a substitute will be needed please indicate that below.
- A separate form must be completed for each workshop and for each participant.

A copy of this form indicating approval of your request, signed by the Principal, Director of Financial Services and the Superintendent must be received by you prior to attending the workshop.

NAME: _____ DATE: _____

HOME ADDRESS: _____

YOUR SCHOOL: _____ POSITION: _____

WORKSHOP/CONFERENCE TITLE: _____

LOCATION: _____ Date(s) of Workshop/Conference: _____

of PDPs/PTPs: _____ COST: _____ Substitute Needed? _____

Pay Vendor Directly

Reimburse Employee

How is this workshop related to district/school improvement goals?

Principal APPROVED DISAPPROVED Signature _____ Date: _____

Principal

Reg. Ed or SPED If SPED then Signature _____ Date: _____

PPS Director

Curr Dir APPROVED DISAPPROVED Signature _____ Date: _____

Curriculum Director

Purchase Requisition # _____

Personnel # Attended to date: _____

Dir. of Finance Funds Available Yes No Signature _____ Date: _____

Superintendent APPROVED DISAPPROVED Signature _____ Date: _____

Reason (if any) for disapproval: _____

Personnel Copy to Employee Date: _____

To A/P for Reimbursement Date: _____

Personnel File/Recorded Date: _____