

CONFERENCE REQUEST PROCEDURES

NOTE: If conference or workshop is not already in MLP, the administrator must evaluate, approve, and then request that it be added via the PD request form. Once that is done, follow the steps below:

STEP 1

- Submit requisition to Principal for all expenses along with registration for non-district, non-BOCES events, housing requests, request for use of district car, etc.
- Principal submits purchase order with registration form in WinCap

STEP 2

- Teacher signs up on MLP
- Approved on MLP by Principal, Superintendent, Business Administrator

STEP 3

- Business Office approves purchase order and registers person for non-district, non-BOCES events if form has been submitted.
- If housing is required, teacher attending the conference is responsible for making his/her own reservations. Tax exempt forms must be used. Submit a claim form with receipts attached for reimbursement.

STEP 4

- Teacher arranges for Substitute (If no sub is available, approval for the conference is automatically rescinded.)

STEP 5

- Admin confirm attendance in MLP or teacher submits proof of attendance to District Office within two weeks.
- Teacher submits receipts for all expenses to the Business Office upon return.
- Teacher prints Certificate of Completion and submits to Superintendent for signature if required for CTLE. ***PLEASE NOTE: Superintendent will sign certificates for activities that took place in the CURRENT YEAR ONLY.***

CONFERENCE REQUEST PROCEDURES

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TEACHER

1. Fill out Requisition for conference/workshop (if any expenses)
 - a. Attach all registration forms if applicable (ex. Out of District or Non-BOCES)
 - b. Submit to Principal or Supervisor
2. Sign up on MLP
3. Arrange for a sub (if no sub available, approval for the conference/workshop is automatically rescinded)
4. If housing is required, the teacher is responsible for making his/her own reservations. Tax exempt forms must be used if District is paying. Submit a claim form with receipts attached for reimbursement.
5. Request the district car if needed.
6. Submit proof of attendance and print certificate for CTLE credits. Submit for superintendent signature. ***NOTE: Signature must be obtained in current school year only. We will not go back and provide this for previous years just because a teacher "forgot".***

PRINCIPAL/SUPERVISOR

1. Create a PO for any related expenses
 - a. Attach all registration forms if applicable (ex. Out-of-District or Non-BOCES)
 - b. Submit to Business Office
2. Approve on MLP
3. Confirm attendance of teacher(s) on MLP

SUPERINTENDENT

1. Approve on MLP

DISTRICT OFFICE SECRETARY

1. Enter information for any Out-of-District or Non-BOCES workshops on MLP upon receipt of PD request form from Principal

BUSINESS OFFICE

1. Check for POs
2. Approve on MLP

PURCHASING

1. Send out PO
2. Send out registration for non-district, non-BOCES conferences/workshops