

Professional Development Procedures

To schedule professional development the following steps should be followed:

- Verify the availability of funds.
- If an outside consultant is conducting the training request a proposal. The proposal should include:
 - Services to be rendered
 - Dates of Service
 - Daily/hourly Rate
 - Cost of travel (if applicable)
- Once the proposal is received, submit a purchase requisition for the services.
- A Purchase Order will be processed prior to the start of training.
- If Stipends are requested a separate Stipend Request will need to be submitted.
 - Once the budget and Federal Program Application, if applicable, have been verified a Sign In/Out Sheet will be provided.
 - No stipends will be paid if there is not a pre-approved Stipend Request on file.
- After the Professional Development has taken place, please forward a copy of the following to the Business Manager:
 - Agenda and/or handouts
 - Original sign in/out sheet
 - Any other supporting documentation
 - Any/all stipends will be paid on the regular payroll following the training.