**Staff Development Procedures**

***All staff development registration is to be paid by the school*.**

1. enter a requisition using your school as the vendor
2. once you have the purchase order in hand you will issue a check
3. send in the receiving copy of your purchase order along with a copy

of the check and the registration form, them the BOE will reimburse the school

4. all other orders for supplies, books, etc. should be entered as a normal requisition

All purchase orders should be dated prior to the check date. If the purchase order is dated after the check date the school will not be reimbursed.

Any travel expenses such as meals, lodging, airline, etc. **can NOT** be paid by the school. The employee must pay for all their own expenses and then submit a travel reimbursement.