

Memo from David Douglas Business Office

Procedure for Registering for Conferences/Workshops using District Funds

All registrations for district funded (including professional growth) workshops need to be done by the purchasing agent using the purchase order procedure. The procedure is as follows:

1. Acquire approval for attendance.
2. A purchase requisition must be filled out completely listing the vendor who is sponsoring the workshop, the dates it will be held, name/s of the person/s attending, the budget number to be charged and the signature of the person approving the attendance.
3. Any additional registration materials need to be attached to the requisition, including a **completed** registration form from the vendor sponsoring the workshop, and the requisition must then be forwarded over to the District Office – attn: Purchasing.
4. The requisition will then be processed and travel through our online approval system. Upon completion of the approval process a purchase order will be issued and forwarded on to the vendor sponsoring the workshop.

Ideally, the requisition should arrive at the District Office 3-4 weeks prior to the date of the workshop/conference.

Many vendors provide a discounted rate for attendance by more than a set number of participants. When registration is done by the Purchasing Agent, registrations can be combined from different locations around the district to realize this discounted rate.

If District funds are being used, the employee should **NOT** pay for the conference/workshop themselves. If this is done, unnecessary time and effort is spent on the reimbursement process.

Any questions regarding this procedure may be directed to Mindy Seher/Purchasing Agent, extension 8214.