

DECE Local PD Funds **PRIOR APPROVAL REQUEST**

Employee Name: _____

Employee#: _____ Work Location: _____

Description of Claim (include Title, Date & Location): _____

PRIOR APPROVAL must be obtained from the employee's Local Union President and Manager of Early Years, prior to incurring costs

- Approval shall only be considered for approved registration fees on **workshops, webinars, seminars, and conferences related to the Kindergarten program.**
- All original receipts will be required
- Minimum approval amount \$25
- Maximum approval amount: \$100

ESTIMATED COST:

Workshop Title	Registration Fee
TOTAL	

Employee Signature: _____ Date _____

I approve these expenses prior to the costs being incurred. They meet the agreement between the Board and the Union regarding LETTER OF UNDERSTANDING #3 – PROFESSIONAL DEVELOPMENT FUND and can be paid using those funds.

Union President :

(sign) _____ (print) _____ Date: _____

Manager Professional Development :

(sign) _____ (print) _____ Date: _____