MT. DIABLO UNIFIED SCHOOL DISTRICT
Online Webinar Pre-Approval Request and Reconciliation Checklist
Use this form as a coversheet/checklist for your Request and Reconciliation

☐ **Online Webinar PRE-APPROVAL REQUEST Portion**:

1) ☐ SAVE THE FORM ON YOUR COMPUTER BEFORE YOU START COMPLETING IT.
2) ☐ Complete all the estimated/**YELLOW** pre-event fields on the form (Event Estimated Expense).
3) ☐ Submit form to Site/Program Administrator for the online webinar pre-approval (due, no less than 4 weeks prior to event). The following items must be attached to the conference requisition BEFORE webinar attendance:
    a. ☐ This Online Webinar Pre-Approval Form
    b. ☐ Webinar registration form or registration invoice
    c. ☐ Agenda or Summary showing content, date(s) and time(s), costs including early bird deadlines and price increases

☐ **Documents needed for PURCHASE ORDER/PREPAY PURCHASE ORDER Submission**:

1) This is the preferred process as the District can directly pay for the webinar registration, so that the attendee does not need to front their own money and wait for reimbursement.
2) ☐ Submit the ORIGINAL Online Webinar Pre-Approval Form with all original signatures in **BLUE INK**:
    a. ☐ Attendee
    b. ☐ Principal/Department Administrator
    c. ☐ Chief/Direct Executive Cabinet Member (Executive Cabinet Attendees are approved by the Superintendent, Superintendent Attendee by Chief Business Officer).
3) ☐ Completed online webinar registration form or Invoice/Quote
4) ☐ Webinar Agenda/Summary (with date(s) and time(s) of online webinar)
5) ☐ Complete all the Actual/**GREEN** fields on the form.

☐ **Documents needed if attendee fronted the costs of the online webinar and now in need of REIMBURSEMENT**:

1) Submission for reimbursement cannot occur until the online webinar is completed and within 30 days of that completion.
2) ☐ Submit the ORIGINAL Online Webinar Pre-Approval Form with all original signatures in **BLUE INK**:
    a. ☐ Attendee
    b. ☐ Principal/Department Administrator
    c. ☐ Chief/Direct Executive Cabinet Member (Executive Cabinet Attendees are approved by the Superintendent, Superintendent Attendee by Chief Business Officer).
3) ☐ Completed online webinar registration form or Invoice/Quote
4) ☐ Webinar Agenda/Summary (with date(s) and time(s) of online webinar)
5) ☐ Complete all the Actual/**GREEN** fields on the form.
6) ☐ Please make sure that all the above items and requirements are taken care of to expedite the reimbursement process. Missing items will result in the return of the Webinar form supporting documents, and a delay in reimbursement.