## **Completing the Conference Approval Process**

After your principal, the Director of Curriculum and Instruction and the Superintendent have all approved the request, print (or save to a PDF) the approval page. You can do this by clicking MANAGE next to the conference name in MLP.

Actions	Activity Title	Start Date	End Date	FormName	
□ Save as Draft (0 Record(s))					
no records					
□ Wait List (0 Record(s))					
no records					
☐ Pending Prior Approval (0 Record(s))					
no records					
⇒ Approved and/or In-Progress (3 Record(s))					
	Spring Data Coordinator Meeting	- 05/24/2018	05/24/2018	Out of District Reque	
Manage	GVEP				
Manage Manage	GVEP Winter Data Coordinator Meeting GVEP	- 02/05/2018	02/05/2018	Out of District Reque	

This is the form you will submit with your PO request:

riounity bottomo		
CTE Reporting - GVEP Dates: 11/15/2017 Status: Approved & In Progress		Dates: 11/15/2017
		Status: Approved & In Progress
<ul> <li>1 Meeting(s)</li> </ul>		
# Date	Time	Location
1. Wed Nov 15, 2017	7 8:30 am to 11:00 am	80 Munson Street, Le Roy, NY 14482 - Room E
Ve will cover best practi	ces for accurately reporting	CTE data to NYS.
		Hours: 2.50 Program: EduTech Student Su Form: Out of District Reques
Internal Approval Stat	us	
# Administrator	Approval Type	Comments Status
1 JULIE PERNESK	Y Pre-Approval	APPROVED
2 TODD CAMPBEL	L Pre-Approval	APPROVED
3 JULIE PERNESK	r Final Approval	
ii you nave a	any questions regarding the a	approval of this request, please contact the appropriate approver(s) listed above.
- Course Provider Reg	stration Status	
Course Provider Reg Provider:	istration Status EduTech	
Course Provider Reg Provider: Enrollment Status:	istration Status EduTech Enrolled (You are official	lly enrolled in the activity.)
Course Provider Reg Provider: Enrollment Status: The registrar has not yet m	istration Status EduTech Enrolled (You are official arked attendance.	lly enrolled in the activity.)
Course Provider Reg Provider: Enrollment Status: The registrar has not yet m Payment Method:	istration Status EduTech Enrolled (You are official iarked attendance. No Cost	lly enrolled in the activity.)
Course Provider Reg Provider: Enrollment Status: The registrar has not yet m Payment Method: Enrollment Type:	istration Status EduTech Enrolled (You are official larked attendance. No Cost PD Hours	lly enrolled in the activity.)

Now that you have approval, you will complete a Purchase Order request/requisition.

NOTE: Please remember that you are responsible for following up and confirming your request has been processed and the conference registration has been completed. *Continue to next page.* 

## **Completing the Conference Approval Process**

- If the conference will be paid for out of your budget, complete the request in nVision. Attach a copy of the approval (like the example above), your registration form (if applicable). \*Don't forget to complete your absence request in Aesop.\*
- If the conference will paid for out of your principal's budget, complete a paper PO request, attach your printed approval (like the example above), your registration form (if applicable), your absence request and submit the whole packet to your principal. The principal will fill in the budget code and the secretary will then put the request on nVision.

How to attach documents to a PO request in nVision:

Please make a note in the **Description** that documents are attached.

Requisition —				
Req Number:			Transaction Date:	11/16/2017
Vendor ID:	426 😔 🛤		Req Source:	Other
Vendor Name	GENESEE VALLEY BOCES		Contract/Bid Ref:	
Description:	Conference approval and registration form attached.	ABG	Ship To Building:	Letchworth
			Ship To Contact:	<none></none>
Requestor:	Wolfer, Beth	~	Req Amount:	
Approval Path:	Curriculum Office	~	Approval Status:	Not Submit

Have the documents to attach saved in PDF format where you can find them on your computer. Click on the *File Attachment* tab, click *Add*, *Browse* for your documents.

i: ath:	Conference approval and registration form attached Wolfer, Beth Curriculum Office	Ship To Building:     Leto worth C Intral School V       Ship To Contact:     None       V     Req Amount:     0.00       V     Approval Status:     Not Schmilted	
Req	Lisition Items Agoount Distribution Shipping Distribut	n File Attachments Requisition History chment X Open Add Delete Scan	
		Open (€) ⊙ ▼ ↑ 😨 > This PC > Uon WOLFER ∨ C	Search U on WOLFER
		Organize     New folder       P     Mun       P     Mun       P     Conference FORM w GUIDELINES       CTE Workshop Approval     CTE Workshop Approval       P     O m WOLFER       P     Videos       Image: CTE Workshop Approval       P     Videos       Image: CTE Workshop Approval       File name:	Image:

After all documents have been attached, you may submit your PO request.

Again, please remember that you are responsible for following up and confirming your request has been processed and the conference registration has been completed.