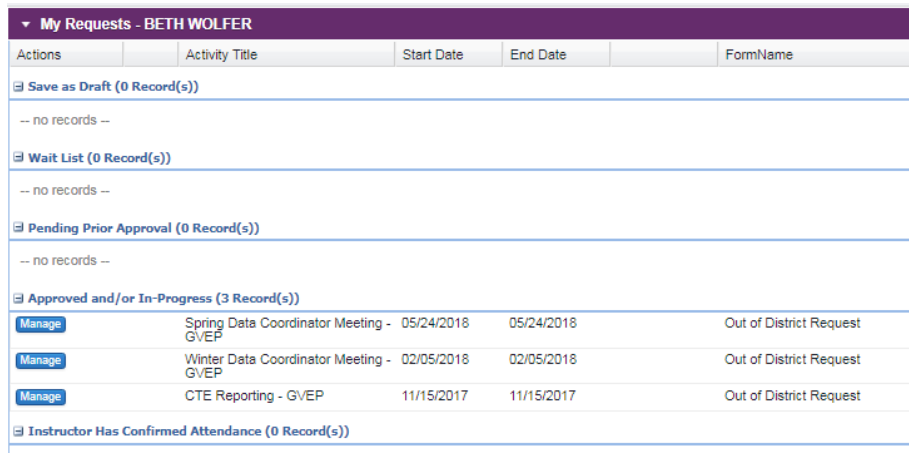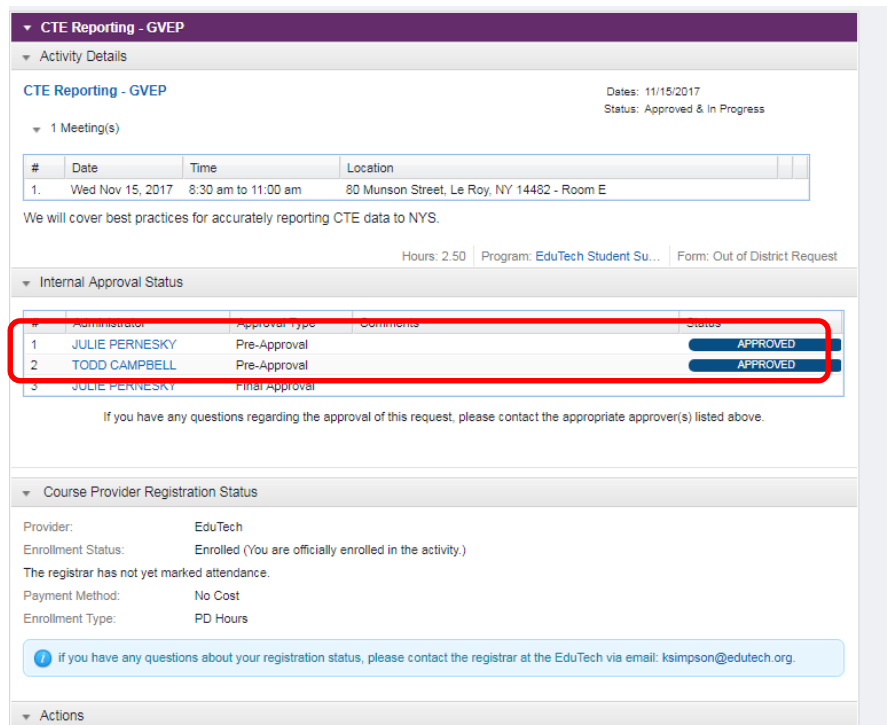# Completing the Conference Approval Process

🦁 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.

▼ My Requests - BETH WOLFER				
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))				
Manage	Spring Data Coordinator Meeting - GVEP	05/24/2018	05/24/2018	Out of District Request
Manage	Winter Data Coordinator Meeting - GVEP	02/05/2018	02/05/2018	Out of District Request
Manage	CTE Reporting - GVEP	11/15/2017	11/15/2017	Out of District Request
⊟ Instructor Has Confirmed Attendance (0 Record(s))				

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

▼ CTE Reporting - GVEP			
▼ Activity Details			

CTE Reporting - GVEP   Dates: 11/15/2017
                                   Status: Approved & In Progress

▼ 1 Meeting(s)

#	Date	Time	Location		
1.	Wed Nov 15, 2017	8:30 am to 11:00 am	80 Munson Street, Le Roy, NY 14482 - Room E		

We will cover best practices for accurately reporting CTE data to NYS.

Hours: 2.50 | Program: EduTech Student Su... | Form: Out of District Request

▼ Internal Approval Status

#	Administrator	Approval Type	Comments	Status
1	JULIE PERNESKY	Pre-Approval		APPROVED
2	TODD CAMPBELL	Pre-Approval		APPROVED
3	JULIE PERNESKY	Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

▼ Course Provider Registration Status

Provider:	EduTech
Enrollment Status:	Enrolled (You are officially enrolled in the activity.)
The registrar has not yet marked attendance.	
Payment Method:	No Cost
Enrollment Type:	PD Hours

ⓘ if you have any questions about your registration status, please contact the registrar at the EduTech via email: ksimpson@edutech.org.

▼ Actions

🦁 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.*
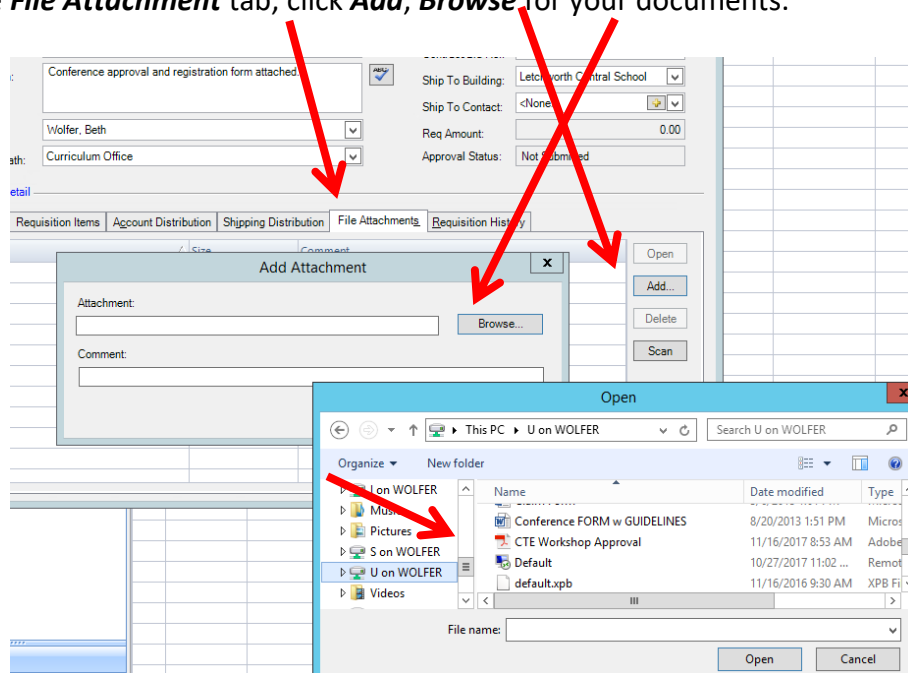
Completing the Conference Approval Process

- ○ 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.

🐾 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.

🐾 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.