


Provision:	DISTRICT FINANCIAL PACKAGE	Title:	
Presentation:	District Financial Package 6	Date:	8/20/2024

ARTICLE III, Section 6D Professional Development and Supply Allocation Funds

The District will provide \$700 per ~~FTE~~-employee (this section excludes less than full-year leave replacement employees and long-term subs) for reimbursement of the following:

- 1) Classes, conferences and/or workshops, attended within a year of request;
- 2) Purchase of work-related materials, excluding technology items that will require network access without prior written consent from the Technology Director (no gift cards may be purchased with these funds for any reason);
- 3) Certification Support, within one year of request.

Employees must submit for reimbursement on an Expense Voucher (form #503B) ~~for reimbursement~~, up to two times per year. The business office must receive accurate, fully-completed forms and all supporting documentation between September 1st and ~~June 30th~~ the last business day of June or ~~can~~-submit for carryover of the full allocation by February 1st each year by submitting form (form #503B). The form (503B) must be filled out electronically to ensure accuracy. The form ~~can-should~~ then be printed and submitted with original, itemized receipts. A Food and Beverage form (form #753) must be included with food and/or beverage purchases. Forms must be received by the business office on or before February 1st to be eligible for carryover. Funds may only be carried over once every two years.

 8/21/24
Katherine C. Potter 8/21/24