



CHANDLER UNIFIED SCHOOL DISTRICT # 80 Professional Development Request Form

Form must be submitted at least **6 weeks** prior to requested services & before entering a purchase req.

Requester Name : _____ Date: _____

Site/Department: _____

Vendor Requested: _____

Vendor Contact Name: _____

Vendor Phone: _____ Vendor Email: _____

Scope of Work/Services (please be detailed):

Does this professional development meet department goals? YES NO

Which goals are met?	Curriculum	Counseling	Federal Programs
Special Ed	Equity & Inclusion	Other: _____	

Requested Date(s) and time(s): _____

Is this the only time this school year you anticipate using this vendor? YES NO

Estimated Cost: _____ Funding Source(s): _____

Is this vendor on contract? YES NO

If no, have 3 written quotes been obtained (if needed)? YES NO

Quotes will only be required if the vendor is not on contract and District spending with the vendor has exceeded \$10,000. Contact Purchasing to confirm if not sure.

Requester Signature: _____ Date: _____

Director of HR – Professional Pathways

Purchasing Department

Events are not authorized until the approved PD Request Form has been returned to your site.
Purchase requisitions can be entered only after approval and must have the PD Request Form attached.