

REQUEST TO ATTEND STEPS

Accounting and Purchasing Department



STEP 1:

Complete the “**Request to Attend**” form and provide details about the event. Your **SUPERVISOR’S** signature is required for approval.

STEP 2:

Once the form is approved, submit a requisition in **Compass Edu** with the following conference details:

- **WHAT:** Title of the event
- **WHERE:** Location of the event
- **WHEN:** Event dates
- **WHO:** Name(s) of participants
- **HOW MUCH:** Cost of the event

Instructions on the Purchase Order (PO) should state:

“Need pay voucher” **and/or** “Hard copy on file with site,” as appropriate.

STEP 3:

Attach a copy of the approved “**Request to Attend**” form **AND** registration materials to the COMPASS Edu requisition, to serve as backup.

HOTEL STAY:

If a hotel stay is needed, submit a **separate requisition** in **COMPASS Edu**, referencing the conference. Attach a copy of the approved “Request to Attend” form to the COMPASS Edu requisition.

Instructions on PO should state:

“Need pay voucher” **and/or** “Hard copy on file with site.”

Payment will be mailed directly to hotel.

STEP 4:

Once the purchase orders are created:

- The **Purchasing Department** will send a copy to the **Accounting Department** for a payment.
- The **Purchasing Department** will send a copy back to the site/department for participant(s) registration.

The Purchasing Department and the Accounting Department will NOT complete registrations. It is the responsibility of the attendee/designated site personnel to register participant(s). Sites/departments are responsible for confirming their own participant’s reservations.

IMPORTANT TIPS:

1. Allow sufficient time for requisition processing and payment. Approval delays can extend the process by several weeks.
2. Payment is mailed directly to the hotel/vendor.
 - *Note: Payment may take up to 10 days if the county pulls the payment for audit.*
3. Failure to follow these steps may result in delayed conference registration.

