

St. Johnsbury School District
257 Western Avenue
St. Johnsbury, VT 05819-2223
Phone: (802) 748-4744 Fax: (802) 748-2542

Course/Workshop Purchase Order Number
2010-2011

Course/Workshop Approval - Purchase Order Form

- 1. Staff Member Name: _____
- 2. Name of Course/Workshop: _____
- 3. Course/Workshop Dates: _____
- 4. **Registration Deadline:** _____

Please Check One of the Following:

- 5. Workshop-No Credits _____
- 6. Class for Credit _____
(Indicate # of credits)

- 7. Cost of Course/Wkshp. _____
- 8. Description

- 9. Make Payment To: _____
- 10. Address for Payment: _____
- 11. **TOTAL DUE:** _____

Forms cannot be processed until you have obtained approval from the Principal or the Student Services Coordinator.

Principal/Student Serv. Coord.

Superintendent/Business Manager

For Central Office Use Only		
Amount Avail. This Qtr.	Amount Paid This Qtr.	= Balance Available

ACCOUNT CODE: _____

St. Johnsbury School District - Course/Workshop Approval Form

1. How is this course/workshop relevant to your grade level/department instruction:

2. How will your participation in this course/workshop help us meet the objectives outlined in our current action plan:

3. How do you plan to implement what you learn at this course/workshop in your classroom AND how will you share the knowledge with other members of the staff?

St. Johnsbury School District
Course/Workshop Approval - Purchase Order
Directions

You should complete one of these forms before requesting that the school district pay for a course or workshop that you plan on attending.

1. Provide all of the information requested on lines 1 - 11 of this form.
2. **Attach a copy of the registration form for your course or workshop.** Please make sure the cost per credit and the number of credits earned, after successful completion of the course, are listed on the registration form.
3. Submit this form for approval to your immediate supervisor (Principal or Student Services Coord.)
4. If the form is approved for academic content it will be forwarded to Sharon Alger in the Business Office.

Business Office staff will assure that you are within your contractually allocated course allowance or that there are funds available for the non-credit workshop that you have requested. If funds are available your request will be approved and a copy of your purchase order will be faxed to the indicated vendor.

A copy of the approved course/workshop purchase order will then be returned to you for your files.

NOTE: Incomplete forms will be returned to you for proper completion. This can delay the registration process. Please check your form(s) carefully to assure that all the data is complete prior to submitting them to your supervisor.