

**PROFESSIONAL DEVELOPMENT REQUEST FORM**

Staff Member's Name: \_\_\_\_\_

School/Position: \_\_\_\_\_

PD Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Cost: \_\_\_\_\_

Rationale for Attendance:

**Please attach documentation (e.g., brochure, flyer, etc.) to this form and submit it to your supervisor for approval.**

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

Account Code: \_\_\_\_\_

**Upon approval, please attach this form to a purchase order, which must be completed prior to registering for the activity.**

\_\_\_\_\_

***Please note that requests for travel reservations (e.g., transportation, hotel, etc.) must be made separately.***