

# **Professional Development Committee CHECKLIST**

## **FROM REQUEST TO REIMBURSEMENT (One Person Per Form)**

### ***PDC Member Checklist***

**Name** \_\_\_\_\_

**Name of Meeting** \_\_\_\_\_

\_\_\_\_\_ PDC Activity Funding Request Form (Complete all fields)\*\*\*

\_\_\_\_\_ Check Appropriate Funding Source

\_\_\_\_\_ Applicant's / Principal's Signature

\_\_\_\_\_ Date submitted to Building Representative

Elementary \_\_\_\_\_

Middle School \_\_\_\_\_

High School \_\_\_\_\_

CTC \_\_\_\_\_

Building Representative Signature \_\_\_\_\_

\_\_\_\_\_ PDC building representative gives to *Mr. Dillard* – copy of the request  
[by the first Friday of the month before PDC meeting on the 2<sup>nd</sup> Tuesday]

\_\_\_\_\_ PDC Approval form returned to teacher and building Administrator

\_\_\_\_\_ Teacher Contacts Substitute Contractor, Judy McCarty, to arrange for substitute.

### ***FOR REIMBURSEMENT:***

\_\_\_\_\_ Submit PDC Expense Sheet to PDC Building Representative  
[Receipts are required for reimbursement]

\_\_\_\_\_ Submit Reflection Abstract with Expense Sheet (Will not be reimbursed with it)

\_\_\_\_\_ PDC Member submit expense and reflection paper to  
***Michele Strange - Treasurer***

\_\_\_\_\_ Treasurer will approve allowable expense and forward to Superintendent's Office  
for payment

\_\_\_\_\_ Reimbursement Check will be available the Friday after Monthly Board Meeting.  
[Turned into Building Representative by the 25<sup>th</sup> of month or last day in session]