

Conference Request Forms-Submittal Process

Before Conference:

Please include all completed forms in one packet.

-Conference Permission Application -*include back-up information for conference.*

- You are responsible for registering yourself (in most cases this should be via Frontline MLP)
- You are responsible for contacting AESOP as needed

Purchase Requisition Form - for Conference Fees (This is not needed if District Billing was a choice and chosen when you registered via Frontline MLP)

NOTE:

- If vendor accepts Purchase Orders the requisition should be made out to that organization.
- If vendor *does not* accept a Purchase Order, complete requisition with yourself as vendor. You will pay for the conference and will be reimbursed.

Purchase Requisition Form - for Mileage Reimbursement

- The requisition should name you as the vendor. Please include Mapquest details for reimbursement.
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After Conference:

-Reimbursement Form

- All reimbursement forms must be submitted with **all** of the **Required Items** listed on the form.
- All Mileage reimbursement requests *must include* proof of attendance *and* a print out of directions indicating mileage

BRIDGEHAMPTON U.F.S.D. PURCHASE REQUISITION

REQUISITION SUBMITTED BY: _____

Date: _____

COMPANY NAME: _____

TELEPHONE #: _____ FAX #: _____

Three (3) Written Quotes* for Purchases \$500.00 and up
 *Exceptions to Quotes Requirement: if item is purchased from state, county or BOCES contract-
 Bid Award Memo with Contract Number and pricing sheet must be attached
 Purchases over \$750 require Superintendent's approval in addition to Principal's approval.
Include Shipping and Handling on all requisitions

QTY	CATALOG #	DESCRIPTION	PRICE EA.	TOTAL
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
		Subtotal:		
		SHIPPING & HANDLING % :		
TOTAL FOR THIS REQ.				-

Principal's Approval (classroom staff only): _____

Superintendent's Approval (REQUIRED if over \$2,000): _____

For Business Office Use Only:

Code: _____

Bus. Admin: _____

