

Memorandum



To: COOR ISD STAFF

Fr: Shawn Petri, Superintendent

Re: Conference/Meeting Request Procedure

Date: March 15, 2022

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1. When a staff member signs up for a conference or overnight event the following procedures are to be followed. **No registration or room reservation are to be made until fully approved.** In order to properly process payment, **at least three weeks is the preferred timeline for processing checks to vendors and facilities.**
 2. Staff member is to fill out a Request for Approval Conference/Workshop/Meeting form. **Pay close attention to the items you need to attach listed in grey box at the top of the form.** Forms are in Accounting office or Public Drive in the Forms folder.
 3. Once the Request form is filled out the form is to go to the supervisor of that staff member to be approved.
 4. Once approved, the form then must be given to the Superintendent's office for their approval.
 5. Department designees may then make the reservations as approved. Give registration receipts to accounting.
 6. Follow the same process for post-conference expenses.

Note: If there are special circumstances to this process, the supervisor must ask approval of the superintendent prior to approval.

SP/rs