

BOLD High School Staff Development Process

When staff development application has been approved, please follow the necessary steps. This form is for your personal use.

- _____ **Complete all required online Smart ER/ESS Requisitions – ONE PER VENDOR**
UFARS code for High School Staff Development is: E 1 020 640 000 316 366
UFARS code for Elementary School Staff Development is: E 01 015 640 000 316 366
If you work on both campuses, divide the expenses equally between the sites.
 - ____ Registration* (Please note in the requisition, the registration deadline and payment deadline.)
 - ____ Hotel Reservation*
- _____ **Complete AESOP request as needed**
- _____ **Complete Smart ER/ESS request for school van or contact Brittney in the AD's office**

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***Registration:** Please submit purchase order request to Aimee/Carol .

_____ On-line registration. The vendor, for your ER/ESS Requisition, needs to be **Harris Mastercard**. You will need to use the school credit card number available from Aimee or Carol. After you have registered, you need to save a copy of your receipt for your records and also give one to Aimee/Carol.

_____ When you are not registering on-line, you need to register for the activity. Complete the ER/ESS Requisition with the registration vendor. If the vendor is not in the system, contact Aimee or Carol for a new vendor number and turn in a copy of the registration.

***Hotel Reservation:**

_____ Reserve the hotel with your personal credit card. Complete ER/ESS Requisition for total amount using **Harris Mastercard** as the vendor. Contact Aimee/Carol for school credit card information. Contact the hotel and have them e-mail you a Credit Card Authorization form (fill in your information) **and** a Tax Exempt form. Give both forms to Aimee/Carol for further processing. Turn in a copy of the hotel receipt after the event.

When applying/renewing your professional membership, please submit a Smart ER/ESS Requisition using UFARS Code: E 01 020 211 000 000 820 539 (High School General Fund).

Post Staff Development Event

_____ **Meal and Mileage Reimbursement**

Complete employee reimbursement forms for meals and mileage, not to exceed allotted amounts. Receipts must be attached to completed paperwork and put in central office mailbox. Photo copies will be accepted.

Reimbursement checks will be processed with payroll.