



General

This procedure provides guidelines for pre-approval and payment for conference and workshop registrations. All conferences/workshops must be pre-approved, regardless of the payment method, by completing the *Conference/Workshop/Travel Pre-Approval Form* and obtaining a signature from your supervisor/budget manager.

If the conference requires travel or accommodations refer to the procedure for *Traveling on School District Business*. The method of payment should fall into one of these categories;

1. Preferred: Pay online with a District P-Card, or
2. Request a check.

NOTE: Checks are processed on the 5th and 20th of each month. (The cutoff date is five (5) working days prior to the check date.)

Payment Methods

1. Pay online with a P-Card

This method should be utilized when registration and payment is accepted online.

- Complete the conference registration using a P-Card only after completing the *Conference/Workshop/Travel Pre-Approval Form* and obtaining a signature from your supervisor/budget manager.
- Submit the confirmation of payment for registration with all required signatures to the P-Card holder after the registration is complete.

2. Request a check

This request should be submitted 4 weeks in advance of the registration due date to allow for processing time. Registration must be completed prior to requesting a check.

- Request payment for registration only after completing the *Conference/Workshop/Travel Pre-Approval Form* and obtaining a signature from your supervisor/budget manager.
- Complete a *Check Request* with all required signatures, attach a copy of the registration confirmation and invoice and submit to Accounting.