

Howell Public Schools CONFERENCE REQUEST

Name: _____ Building: _____ Date: _____

Name of Conference / Visitation: _____

Dates: From _____ to _____

Place: _____

Will a substitute be necessary: Yes No

Check request form attached:

Registration form attached:

Substitute account number: _____

Signature of Person Making Request

	Approved	Denied	Signature
Approval of Principal			
Approval of Superintendent (if appropriate)			
Approval of Vocational Director or Department Chair (if appropriate)			

NOTE:

1. If BUILDING BUDGET FUNDS are to be used, the Principal exercises *final action*. Send one copy of the Conference Request Form to the Superintendent. Send one copy with a check request and registration form to the Business Office. One copy remains at the school.
2. If DISTRICT FUNDS are to be used, the Superintendent exercises *final action*. Send check request, registration form and Conference Request Form (with Principal's signature) to the Superintendent.
3. If GRANT FUNDS are to be used, the Superintendent exercises *final action*. Send check request, registration form and Conference Request Form (with Principal's signature) to the Superintendent.
4. If VOCATIONAL EDUCATION FUNDS (L.E.S.A.) are to be used, the Director of Vocational Education must approve for *final action*. Send one copy of the Conference Request Form to the Superintendent. Send one copy with check request and registration form to the High School Business office for final processing. One copy stays with the Director of Vocational Education.
5. Always keep receipts for proof of expenses.