AUTHORIZATION TO PURCHASE HARDWARE/SOFTWARE USING PROFESSIONAL DEVELOPMENT FUNDS

- Attach an Individualized Professional Growth Plan. (*Required for classified staff – one per year*)
- Hardware/Software: (1) is considered **personal property and is subject to payroll taxes**;
  (2) is **NOT supported by the district**; and
  (3) **MAY NOT be paid directly to a vendor.**

The only approved technology purchases for job-related professional growth are computer hardware and software. Other technology equipment, such as cameras, I-Pods, regular cell phones, fax machines and furniture are not acceptable purchases for PD funds.

EMPLOYEE INFORMATION (only certain employee groups have this purchase option)

Check One:

- ☐ Growth Plan On File
- ☐ Growth Plan Attached
- ☐ PT
- ☐ OP
- ☐ EXEMPT–Classified
- ☐ CERT
- ☐ EXEMPT–Certificated
- ☐ PRIN/ASST PRIN

Employee Name | *Job Title* | *Employee 5 digit ID#*

Home Address | *City* | *State* | *Zip*

Work Location | *Work Phone*

The following is a description of the computer hardware and/or software I will be purchasing:

☐ I have confirmed with the BRC Authority that I have sufficient PD funds available in my account to cover this purchase.

Employee's Signature *Date*

Amount Requested:

APPROVAL (See Business Services Procedures Manual – Professional Development Section)

I have reviewed the request to purchase computer hardware and/or software and find this meets the guidelines established by the district for use of professional development funds.

Supervisor Pre-approval *Date*

BRC Authority Pre-approval *Date*

REIMBURSEMENT / PAYMENT OPTIONS (to be completed after pre-approval process is complete)

☐ I have purchased district approved Hardware / Software
Original receipts are attached for reimbursement.

Employee Signature ***Date of Purchase***

FOR PROFESSIONAL DEVELOPMENT USE ONLY

PROFESSIONAL DEVELOPMENT AUTHORIZATION

Fund	G/L	Program	Activity	Object	Location	BRC

Professional Development BRC Signature Authority *Date*

☐ **OPTION 1:** This request has been authorized for payroll reimbursement using Professional Development Funds.

☐ **OPTION 2:** This request has been denied.

REASON FOR DENIAL OF THIS REQUEST

☐ This request does not fit within the purchase guidelines specified in the Business Services Procedures Manual for Professional Development. See guidelines posted online.

☐ Technology equipment required for a specific program or department work should be provided by the department.

☐ (Other)

RESET FORM