



Nutley Public Schools

Professional Day Approval Process

Below you will find information regarding the approval process for Professional Day Requests.

1. Fill out the Professional Day Request form (available online). Send the completed form along with workshop/conference information to Julie Alessio in the Superintendent's office. Mrs. Alessio will process the paperwork, obtaining appropriate approvals and adding the request to the Board agenda. Once Board approval is obtained (this is not an indication that the process is complete), Mrs. Alessio will forward a copy of the completed Professional Day Request form and workshop/conference information to the specified school secretary.
2. The district will pay a maximum of \$100 of the registration fee for all workshops/ conferences unless otherwise indicated on the approved Professional Day Request form and approved Board agenda*. When expenses for workshops/conferences are approved, payment may only be made with a district purchase order. Employees who make their own arrangements without Business Administrator approval will not be reimbursed.
3. The school secretary will enter a purchase requisition (**this is not the same as a purchase order**) in the SMARTS Budgetary system. A copy of the signed Professional Day Request form along with workshop/conference information must be included with the purchase requisition.
 - If lodging is required, a separate purchase requisition must be entered. This must include all hotel/motel charges excluding sales tax. We are tax exempt. A sales tax exemption certificate can be obtained from the Board Office.

The purchase requisition is submitted electronically for approval from the building administrator or coordinator, the Superintendent or Director of Curriculum, Instruction, and Assessment, and Business Administrator. If appropriate, it must be noted on the purchase requisition that time is of the essence (i.e., registration deadline, early bird discount, advance payment, etc.) and these approvers must also be notified that there is a requisition waiting for their approval that needs their immediate attention. **Once this procedure is complete, a purchase order number is generated.**
4. The purchase order is printed by the Board Office and mailed or faxed to the vendor. The pink school copy of the purchase order is sent to the school secretary. This is your confirmation that the purchase order was mailed or faxed.
5. Upon completion of the workshop/conference, a Professional Day Summary form (available online) must be completed and sent to Donna Brady in the Board Office. Upon receipt of this form, payment will be made to the vendor.

*If the workshop/conference registration fee exceeds the maximum of \$100, the purchase requisition must be entered for the total registration fee. Verbiage must be included in the purchase requisition which stipulates that the additional cost will be paid by the attendee. Upon completion of the workshop/conference, the attendee must forward a check made payable to the Nutley Board of Education for the balance of the registration fee in excess of the \$100 maximum. The BOE will issue a check to the vendor for the total registration fee.