Paperwork in to the district office.

7. Once the requisition is approved and you have a purchase order number, turn all
   in any receipts within ten days of purchase.
6. If you approved and have paid for the class out of your own pocket, you must
   send the requisition via district mail attention Donna @ BH.
5. If approved, check with your building secretary in order to create a requisition.
4. Send the application via district mail attention the application.
   will not be accepted, the information must accompany the application.
3. Print or include a hard copy of the class registration and information. Website links
   those costs.
2. If you are requesting funds for “other costs” please include a detailed summary of
   worked and assigned.
1. Fill out the application, be sure to fill out the form completely, including hours.

The Process: Applications are available through the offices of each building.

If there is a class that you feel would be of interest to other classified staff, please share

that information via email.

If there is a class that you feel would be of interest to other classified staff, please share

The Class: The classes that you feel would be of interest to applicants to your job.

This fund has nothing to do with the stipend money that the district allows each employee.

The Money: Through SELU bargaining, the district agrees to provide to Classified staff

Shannon Mihmian, Food Service
Donna Benson, Secretary
Debbie Barnes, Para educator

Committee members:

Port Townsend School District In-Service Guidelines
Classified-Inservice Application
Port Townsend School District #50