

**CONFERENCE REQUISITION:**

(LILAC PAPER ONLY)

**MAYFIELD CENTRAL SCHOOL DISTRICT**

**(MUST BE SUBMITTED AT LEAST ONE MONTH PRIOR TO "PAYMENT DUE DATE")**  
**AGENDA AND REGISTRATION FORM MUST BE ATTACHED**

\_\_\_\_\_ I have already registered for conference \_\_\_\_\_ I have not yet registered for conference

DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_ DEPT/PROGRAM \_\_\_\_\_

CONFERENCE  
TITLE: \_\_\_\_\_

CHECKS PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street/PO Box City State Zip Code

CONFERENCE COST: \$ \_\_\_\_\_  
**(Conference registration form and/or agenda showing cost must be attached)**

CONFERENCE DATE(S)  
& TIMES \_\_\_\_\_, 20\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

LOCATION: \_\_\_\_\_

ESTIMATED TRAVEL EXPENSE, IF APPLICABLE: \$ \_\_\_\_\_  
(Mileage claimed must be between MCS and destination. A green mileage claim form will need to be completed.)

OTHER EXPENSES \$ \_\_\_\_\_ PURPOSE OF EXPENSES: \_\_\_\_\_  
(e.g. substitute, etc)

TOTAL ESTIMATED EXPENSES: \$ \_\_\_\_\_  
**(You must provide receipts for all expenses)**

ATTENDEE'S SIGNATURE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
(PRINCIPAL)

APPROVED: \_\_\_\_\_  
(DISTRICT SUPT/PURCHASING OFFICIAL)

**ACCOUNT CODE: A20704**

IT WILL BE EACH PRINCIPAL'S RESPONSIBILITY TO NOTIFY THEIR TEACHERS IF  
THEIR CONFERENCE REQUEST IS APPROVED OR NOT.