

Submit this form to:

PDFunds@naspo.org



Must submit on or before:

December 10, 2016

2016 Professional Development Fund Submission Form

Requestor Information

Name:

State:

Reason for Payment:

Payment Information

Payee Name:

Invoice #:

Payee Address:

Amount of Check:

Deliver Check To
(if other than Payee):

Mailing Instructions:

Select one of the following Professional Development Fund expense categories:

- Dues & Memberships
- Certification
- Training/Professional Development
- Conferences/Meetings
- Training Materials
- Staff Function
- Higher or Continuing Education
- NASPO Procurement University
- Other
- Multiple Categories*

**For multiple categories: Must write qualifying category on each receipt/invoice.*

Acknowledgement & Authorization

Signatures below affirm that expenses fully comply with NASPO's policy and with state policies, rules and requirements. Consult Professional Development Fund Policy for details.

Requestor Signature: _____

Date: _____

NASPO Primary

Member Signature: _____

Date: _____

For NASPO Headquarters only:

Account Number	Description	Amount
NASPO Signature: _____	Date: _____	
NASPO Signature: _____	Date: _____	