

Instructions for Agreement for Workshop Attendance or Other Group Stipend Form PR-WS

April 2011

The Agreement for Workshop Attendance or Other Group Stipends is designed to use as a “blanket” approval for a group of employees to either attend a workshop or participate in a program that requires a set stipend for a group. This form should not be used for any individual agreements or authorizations that require processing through Citrix.

The PR-WS does not contain drop-down boxes for identification of service/stipend and rate. However, the form must reflect the proper Board approved items and corresponding rates. (i.e., Workshop Attendee - \$75/day). The Rates for Extra Work are located on the HR web pages. Complete the fill-in fields in the form, estimate the total budget needed for the particular workshop or stipend, reflect the GL Codes and obtain necessary approvals. The individuals approving the form should utilize a digital signature and submit to Business and Finance after the appropriate executive staff member has approved. Submit approved PR-WS to BFApprovals@bcbe.org.

Once the PR-WS is approved by Business and Finance (CSFO), the form will be provided back to originating department. The department will then use the approved form to submit the proper documentation for the payment of the rates or stipends once the workshop has been held or services provided. The bottom portion of the PR-WS should be completed and approved. Submit the completed form along with the required documentation to support the payment to BCBOEPayroll@bcbe.org. Workshop stipends should be supported with copies of sign in sheets. Other types of stipends may be supported by other types of worksheets submitted by each department. (There is no change in the types of payment documentation to submit.)

Reminder: Please do not email any documents that contain Social Security Numbers.