Jamestown Community College - Service Association

Staff Development Funds

Name Click or tap here to enter text.

Division Click or tap here to enter text.

Employee status [ ] FT [ ] PT

* Are you eligible for alternative funding source(s)? [ ] Yes [ ] No
* Have you been funded for a similar experience in the past? [ ] Yes [ ] No

If so, what activity and when? Click or tap here to enter text.

Proposal

* Nature of activity: Describe what, where, and when. Include program announcements, descriptions and fee schedules. Attach extra pages if necessary.

Click or tap here to enter text.

* How will this activity contribute to your development and specifically, how will it benefit the college?

Click or tap here to enter text.

Financial

Click or tap here to enter text. Total cost. Attach a breakdown of total cost for this

 activity (sale tax will not be paid).

Click or tap here to enter text. Amount requested from staff development fund.

Which semester are you applying? [ ] Fall (July 1- December 1)

 [ ] Spring (January 1- June 30)

If funds are unavailable, which budget will cover expenses? Click or tap here to enter text.

Choose payment option:

[ ]  Make check payable to JCC budget # Click or tap here to enter text.

[ ]  Make check payable to the employee

[ ]  Make check payable to third party Click or tap here to enter text.

Required Signatures:

Date: Click or tap to enter a date. Employee: Click or tap here to enter text.

Date: Click or tap to enter a date. Supervisor: Click or tap here to enter text.

FOR COMMITTEE USE ONLY

Employee Name: Click or tap here to enter text.

Committee action/reviewed by:

[ ]  Tracey Kwiej [ ]  Other member(s):

[ ]  Tammy Skroback

Select one:

Choose an item.

Click or tap to enter a date. Date submitted to committee

Click or tap to enter a date. Approved in amount of $Click or tap here to enter text.

Click or tap to enter a date. Date sent to Human Resources

Click or tap to enter a date. Date received in Human Resources

Click or tap to enter a date. Date spreadsheet updated by Human Resources

Click or tap to enter a date. Date Business Office received from HR

 Budget code Click or tap here to enter text.

$ Click or tap here to enter text. Maximum eligibility to date

$ Click or tap here to enter text. Approved amount of this request

$ Click or tap here to enter text. New maximum eligibility for this year

Human Resources: Budget code Click or tap here to enter text.

Comments: Click or tap here to enter text.

Accounts Payable: Click or tap here to enter text.