Procurement Packet Checklist-TRAVEL-TITLE II

Name: _____

☐ Title II PD Request Requisition

☐ Purchase Order # _____ (Hotel, Conference Fees)

☐ General Ledger Code: _____

☐ Principal/Superintendent Approval

☐ Federal Programs Director Approval

Upon Return

☐ Completed NASD Travel Form

☐ Agenda, Name Tag, Hotel Receipt, etc

☐ Entered into Accounting System (Marathon) for payment

| Check Date:_____ | Check Number:_____ |

REVISED 2/22/22