

PANHANDLE AREA EDUCATIONAL CONSORTIUM (PAEC)

753 WEST BOULEVARD

CHIPLEY, FL 32428



INSTRUCTION SHEET

For Convening Sites

Just Read, Florida! Summer Professional Development Institute

INSTRUCTIONS FOR INVOICE SHEET

A. Use the Invoice template with the information below:

OR

B. Send a district invoice or letter of request with the information below:

a. Description of service: "Serve as a Convening Site(s) for JRF! Summer Professional Development Institute"

b. District Name & Address

c. Convener Contact Person & Phone #

d. Institute Location

e. Dates of Institute

f. Finance Officer AND District Contact signature

*Note: You MUST include a copy of **all** sign-in sheets for each Track. Each convening site will have a designee from the JRF, RFPD, FLARE or FCRR staff responsible for collecting all district sign-in sheets at the conclusion of each professional development track. As the hosting convener contact you will only be responsible for collecting and submitting your district sign-in sheets to PAEC.*

Forms and receipts may be mailed or faxed to

PAEC, Attn: Paula Weeks, 753 West Blvd., Chipley, FL 32428

Fax #: 850-638-6109 or 850-638-6335 (Please do NOT mail **and** fax your forms; only submit once.)

If you have questions, please contact me by phone or email (toll-free 1-877-873-7232 Ext. 2313 / weeksp@paec.org).

IMPORTANT NOTES:

- ⊕ **Invoices MUST be signed by a district Finance Officer and the Convener Contact.** Checks are made payable to and sent to the district school board office.
- ⊕ **Complete a W-9 form for your district to ensure check(s) are mailed to the appropriate address.**
- ⊕ **For reimbursement requests for June Institutes,** please **send your invoice and supporting documentation** to Paula Weeks **by June 29, 2009** in order for the Washington County School District finance office to close out the fiscal year which ends June 30. For audit purposes, please be certain to submit your invoice and documentation by the deadline.
- ⊕ **For reimbursement requests for July Institutes,** please know that July bills will be processed late in July. Due to closing out the prior fiscal year, our district finance office must close out the 2008-09 bills prior to processing July bills. **Invoices for July & August Institutes must be received no later than August 31, 2009**
- ⊕ Convening site contact will need to provide hotel information for developers who may be traveling in for the academy. Please recommend clean, affordable hotels.



District: Panhandle Area Education Consortium

INVOICE

Street Address: 753 West Boulevard
City, ST, Zip: Chipley, FL 32428
Phone: 850-638-6131
Fax: 850-638-6109

Invoice #: 101
Date: 6/25/2009

TO: Paula Weeks
Panhandle Area Educational Consortium
753 West Boulevard
Chipley, FL 32428
Phone: (850) 638-6131, ext. 2313
Toll Free: 1-877-USE-PAEC (873-7232)

Table with 2 columns: Description, Amount. Row 1: Hosting JRF! Summer Professional Development Institute on behalf of the Just Read, Florida! Office. \$2,500. Row 2: Total Due \$2,500.00

Rick Crews
Signature, Finance Officer

June 24, 2009
Date

Paula Weeks
Signature, District Training Contact

June 25, 2009
Date

FOR PAEC USE ONLY

Table with 6 columns: FUND, FUNC, OBJ, PROJECT, PGM, AMT. Row 1: 731, 6400, 391, 7929003, , 2,500.00