



**INSTRUCTIONS**  
**FOR DISTRICT STIPEND REIMBURSEMENT**  
*Just Read Florida! Summer Professional Development Institute*

The Panhandle Area Educational Consortium (PAEC) will act as Fiscal Agent for the Just Read, Florida! Summer Professional Development Institute. **The PAEC will reimburse districts for the stipends of eligible participants.** (The stipend reimbursement rate (\$50 minimum) will be determined by the JRF! Office. Participants must attend each day of the Track for which they registered to be eligible.)

**INSTRUCTIONS FOR INVOICE SHEET**

**A. Submit a district invoice that includes ALL of the following information:**

- a. District name, address, phone, contact person, finance officer
- b. Location & dates of the Institute
- c. # of participants per Track, # of days for each Track & the total stipend(s) requested (*see sample invoice*)
- d. Verify that participants are NOT on annual contract
- e. Printed name & signature of the district contact AND the district finance officer (no exceptions)

*Note: You MUST attach a copy of the sign-in sheets for each Track. Please indicate the attendees for which you are requesting reimbursement. The sign-in sheets for your district participants will be provided to you via mail immediately following the completion of the Summer Professional Development.*

**OR**

**B. Use the attached invoice template.**

- a. Enter the Name & Address of your district, the contact information for the district contact and finance officer
- b. Enter the Institute Location and dates
- c. Enter the number of participants for each Track listed
- d. Enter the number of days for each Track
- e. Verify that participants are NOT on annual contract
- f. Signature of the district contact & the district finance officer

*Note: You MUST attach a copy of the sign-in sheets for each Track. Please indicate the attendees for which you are requesting reimbursement. The sign-in sheets for your district participants will be provided to you via mail immediately following the completion of the Summer Professional Development.*

**IMPORTANT NOTES:**

**Attention: District Contact**

**Please discuss this information with your Finance Director prior** to your participants attending a Track so he/she is aware of the teacher stipend reimbursement process.

**Attention: Finance Officer**

- ◆ **For reimbursement requests for June Institutes**, please **send your invoice and backup documentation** to Paula Weeks **no later than 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**

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](mailto:weeksp@paec.org)).



**INVOICE\***  
**FOR DISTRICT STIPEND REIMBURSEMENT**

District:	Panhandle Area Educational Consortium
Address:	753 West Boulevard, Chipley, Florida 32428
Contact Person & Phone:	Paula Weeks, 877-873-7232, ext. 2313
Finance Officer & Phone:	Rick Crews, 877-873-7232, ext. 2224
Institute Location:	Chipley High School, 1545 Brickyard Rd, Chipley, FL 32428
Institute Dates:	June 15-18, 2009

<u>Track</u>	<u># Participants</u>	<u>Stipend Rate/day</u>	<u># Days of Trng.</u>	<u>Total Stipend</u>
Reading Leadership Team Institute	8	\$50.00	1.5	\$600.00
Novice Coaching	5	\$50.00	2.5	\$625.00
Master Coaching	6	\$50.00	2.5	\$750.00
K-2 Academy	5	\$50.00	4	\$1,000.00
3-5 Academy	5	\$50.00	4	\$1,000.00
K-2 Intervention Academy	7	\$50.00	4	\$1,400.00
3-5 Intervention Academy	7	\$50.00	3	\$1,050.00
6-12 Intervention Academy/CATER	10	\$50.00	2.5	\$1,250.00
K-5 Master Trainer Assessment	4	\$50.00	4	\$800.00
6-12 Master Trainer Assessment	4	\$50.00	1	\$200.00
Principal K-5 Assessment	4	\$50.00	1	\$200.00
Principal 6-12 Assessment	4	\$50.00	1	\$200.00
<b>Total Due</b>				<b>\$9,075.00</b>

I verify that the participants, for which reimbursement is requested, are not on annual contract with our district.

Paula Weeks

Signature, District Site Contact

June 24, 2009

Date

I verify that the participants, for which reimbursement is requested, are not on annual contract with our district.

Rick Crews

Signature, District Finance Officer

June 25, 2009

Date

\*Note: A copy of the sign-in sheets for each Track, with your participant names highlighted, MUST be attached to the invoice.

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Return invoice by mail to: Paula Weeks, Panhandle Area Educational Consortium, 753 West Blvd., Chipley, FL 32428