***North Okanagan-Shuswap Teachers’ Association***

***Pro-D Expense Claim Form   
(Use this form to claim expenses for purchases of Professional Materials/Software, Courses ,PSA Membership)***

1. *Pro-D money is to be used for professional development and growth and not for the purchase of teaching materials as such materials are the responsibility of the School District. The NOSTA Pro-D committee does not differentiate between conferences, workshops, seminars, credit/non-credit courses, etc. Pro-D money can also be used for other purposes including: Professional Journals including subscriptions, PSA memberships, Computer software (not hardware), Members may arrange for a Pro-D experience for their staff*

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| --- | --- | --- | --- | --- | --- |
| *Name: (Print)* |  | *School/Site:* |  | *Em:* |  |
| *Signature:* |  | *Date:* |  |

|  |  |
| --- | --- |
| *Title of Material Purchased* | *Price* |
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| *Total* ***(Receipts Must Be Attached)*** | *$* |

***Appendix A: “Clarification of Professional Development Activity or Materials”***

*Please explain how the print/software materials purchased will enhance your delivery of educational services to students. (Note form may be used).*

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*The following is for Administration purposes only:* ***Form#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| --- | --- | --- | --- | --- | --- |
| *Approved by NOSTA Pro-D Chair: (Signature)* | |  | | *Date Received at NOSTA* |  |
| *Date Paid:* |  | *Cheque#:* |  | *Amount:* | *$* |
| *Cheque Sent:\_\_\_\_\_\_\_\_\_\_\_ by:* | | *School Mail:* | | *Mail:* | *Pick Up:* |
| *Balance Remaining* | | *$* | | | |