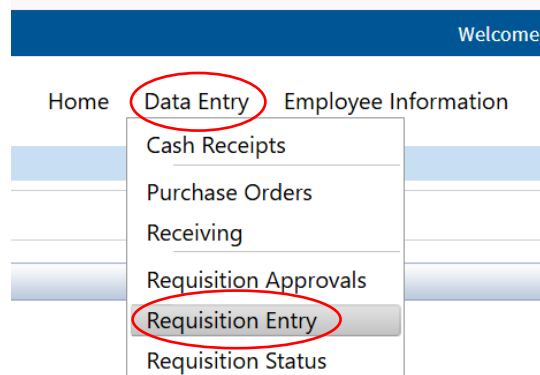


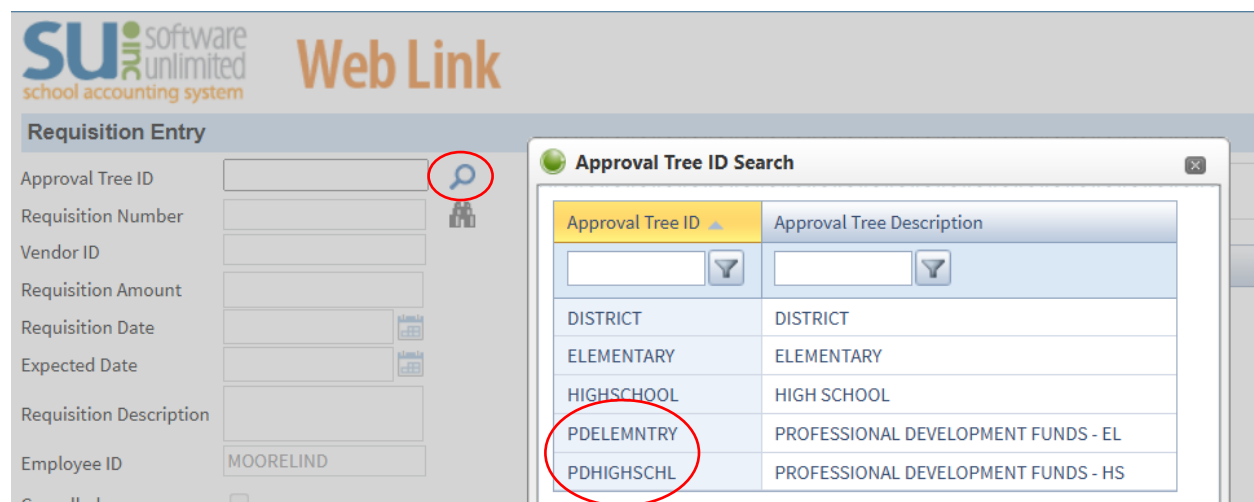
PD Request Guide – Updated 2024

We have streamlined the PD Request process for you by one step. Previously, teachers would have to fill out a paper PD Request form, wait for it to be approved by the PD Committee, and then remember to submit a Requisition on Web Link for the Conference Registration and the Hotel. Now, you will submit your PD Request through Web Link, just like a Requisition, using the PD Approval Tree. When you receive your approval email after the PD Committee meeting, you can register with no additional steps.

On Web Link, go to Data Entry > Requisition Entry



Select the PD Approval Tree ID.



Complete the Requisition Form as normal. You will need to **submit a separate requisition for each Vendor**. So, you will need one requisition for the Conference Registration and another requisition for the Hotel. If you cannot find the vendor, please use NEWVENDOR and write the name in the Detail Description.

Mileage, Meals, and Sub Pay are approved automatically if the PD Committee approves the conference. You will need to submit an Expense Reimbursement Form after the event with itemized receipts for the meals to be reimbursed for Mileage and Meals.

On the lower half of the screen, leave the Account Number blank. This will be charged to PD Funds if approved. Web Link will require you to fill in the Detail Description and Amount.

Please note the name of the event and the dates in the Detail Description. Examples:

+ Add Rows				
Print	Post	Account Number	Detail Description	Item Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Test Conference Hotel Code ELEM for Tan Tar A. Check In 3/1/2025 and Check Out 3/5/2025	

+ Add Rows				
Print	Post	Account Number	Detail Description	Item Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Test Conference Registration. Dates 3/1/2025 through 3/5/2025	

See example below of complete Requisition:

SU software **Web Link** Home Data Entry Employee Information

Requisition Entry

Approval Tree ID: PDHIGHSCHL
 Requisition Number: PY25-0333
 Vendor ID: NEWVENDOR
 Requisition Amount: 100.00
 Requisition Date: 11/25/2024
 Expected Date: 11/25/2024
 Requisition Description: Test Conference
 Employee ID: MOORELIND

NEW VENDOR FOR REQUISITIONS ONLY
 Sales Tax ID:
 Last Check Date:
 W9 Sent Date:
 W9 Received Date:
 Customer ID:

Your Comment: Test Conference. Dates 3/1/2025 through 3/5/2025

Comments: Test Conference. Dates 3/1/2025 through 3/5/2025
 User Name: Lindsay Moore

+ Add Rows									
Print	Post	Account Number	Detail Description	Item Number	Quantity	Unit Price	Unit Description	Amount	Unit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Test Conference Registration. Dates 3/1/2025 through 3/5/2025					100.00	

Distributed: 100.00 Remaining: 0.00 Unapproved Requisitions:
 Account Description: Budget Balance: Fund Balance:

1 Unsubmitted

Reminder: You must hit save at the bottom of the page to generate a Requisition Number (same as PO Number).

Click **SUBMIT CURRENT REQUISITION** to start the approval process. You will receive a regular Web Link email with the Requisition Number after the event has been approved at the PD Committee Meeting.

Email Lindsay to reserve your room as soon as possible. Discounted rate blocks fill up quickly.