

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL ADMINISTRATORS PROFESSIONAL ENHANCEMENT FUND

Request for Allocation

\$1,000 in Professional Enhancement Funds per confidential administrator, are available each year to support professional-related purchases and travel such as individual memberships, advanced education tuition, reimbursement for books, professional-related media, professional conferences, etc. The maximum allocation limit that can be accumulated is \$3000. Regular purchasing and travel procedures apply, including required receipts. Equipment purchased may become the individuals' personal property. Recipients of equipment are responsible for applicable income tax (please consult with a tax advisor)

Requestor _____ Date _____

Department/Division _____ Site _____

Item/activity to be funded

Amount requested _____

Requestor Signature

Title

APPROVAL:

Processed by District:

College President/Vice Chancellor

AVC Business Services

Confidential Admin Professional Enhancement Keycode: 1215261