

Approval Process for all District Approvers

Frontline Professional Growth: SAU #44

- Log into your FPG home page and click on the District Admin tab, top right
- On this screen you will see any pending approvals needing your attention
- Click on the **TITLE** of the activity you are looking to approve and you will see the form with all of the required info.
- PLEASE DOUBLE CHECK: PD Representative is typically the first of the prior approvers
 - If using a vendor that is not in the drop down list, ALL of the contact info needs to be filled in: name, address, phone and fax numbers.
 - The REGISTRATION FORM is completed & attached.
- In the Administrator's Section, you will see the status of any outstanding activities as well as recently completed activities. This will give you a snap shot of what the employee has used for funds year to date...Remember though, this is not attached to the district accounting software (ADS) so if there was a change in the final amount, it will not be reflected here.
- Note to Northwood Teacher PD Rep: because of the system you have with a second approver on for financials, you will need to add a One-Time Approver and forward the form to them. This is towards the bottom of the approval form. There is a blue box to notify you. See the SAU for details.
- Choose to approve/deny. If approved, the second prior approver will be notified. If denied, please comment to the employee the reason why. There may be attachments missing, a workshop that doesn't apply to them...
- The second prior approver is typically the Building Principal. They have the ability to assign an account line to the request. The most common for staff development have been pre-loaded. If you are using a Grant or another line, you must include that information in the comment section.
- When the last prior approver has approved the request, the SAU is notified, a purchase order is generated and the registration is sent off to the vendor.
- After an activity, the employee goes through the Mark Complete process and the PD rep will then verify and approve the credit to be applied to their portfolio.