

ACCOUNT CODE AUTHORIZATION OF USE FORM

One form per event, even if multiple campuses and multiple employees will be attending the event. If necessary, attach a spreadsheet with the information required below. Campus navigators can sort for their own campus information.

Account Code Owner's Name:

Department:

School Business: Choose One

<input type="checkbox"/>	In District Eduphoria – Paying for all Attendees – Acct Code in Event Title
<input type="checkbox"/>	In District Eduphoria – See Navigator
<input type="checkbox"/>	Out of District School Business

Event:

Date(s):

Time: Full Day Half Day AM Half Day PM

Of Subs I'm Paying For:

I Want the Following Employee(s) to Attend

See Attached Documentation

Type the name (s) of Employee(s)

Use the following AESOP Account Code Description (no numbers):

The Campus May Choose Additional Employee(s)

You may send, an additional # of employees to this event.

***Substitute pay for any additional employee(s) is the responsibility of the campus.**

NAVIGATORS

Email the Account Code Owners, the names of any additional employee(s) your, campus plans to send to this event.