



Individual Personal and Professional Development Fund III Memberships & Certifications

*Note: These funds are provided by the Classified Professional Development Team and are not bargained funds. There is no guarantee of fund availability after June 30 of current fiscal year. These funds are intended as a reimbursement. Once approved, the applicant is expected to purchase the membership, publication and/or certification and submit paid receipt to receive reimbursement. Receipts for reimbursement must be submitted by June 10 of the current academic year. To read the complete list of IPPD III Guidelines click on the provided link here <http://www.lanecollege.edu/cpdt/ippd/ippdguidelinesIII.html>
Submit 2 completed copies of this form & supporting documentation* to Kathy Alexander, Human Resources*

Name _____ Phone _____ Department _____

Category of funds requested: (Maximum \$250 per year, if available.)

\$ _____ Membership Dues* \$ _____ Publications* \$ _____ Certifications*

*Supporting documentation: Printed material describing the organization, publication and/or certification and associated costs.

Name of the Organization/Publication or Certification program: _____

Please answer the following questions:

1) *How do these membership dues, publications and/or certifications fit in with your personal / professional development goals?*

2) *How will these membership dues, publications and/or certifications enhance your contribution to Lane Community College as cited in the College Vision, Mission, Core Values or Strategic Direction?*

☐ **I have read and understand the IPPD III Guidelines**

Signature _____ **Date** _____

For CPDT Use Only

Tracking ID _____

Date Reimbursement Notice Sent _____

Date Received _____

Date Receipts Returned _____

Date Approved/Declined _____

Date Budget Authority Signature _____

Decline Code _____

Date Sent to College Finance _____