

# 2020 EDUCATION REQUISITION FORM



Oregon-Columbia, NECA  
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DATE

**PLEASE SPECIFY IF YOU WOULD LIKE TO USE ED FUNDS OR SPECIAL CONVENTION FUNDS:**

Ed Funds: \$ \_\_\_\_\_

Special Convention Funds: \$ \_\_\_\_\_

## SEMINAR / WORKSHOP / CONVENTION

Title of Seminar / Workshop / Convention: \_\_\_\_\_

Location ( City/State): \_\_\_\_\_

Registration Fee: \_\_\_\_\_

**Attendees Name**

**Attendees Position in Company**

Attendees Name	Attendees Position in Company

## TRAVEL ARRANGEMENTS

Travel Agency name: \_\_\_\_\_

Amount: \_\_\_\_\_

## LODGING

Hotel Name: \_\_\_\_\_

Room Rate: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

## CHECK(S) PAYABLE TO:

Name or Card type:	Last 4 digits of card:	Amount:

## EDUCATIONAL MATERIALS

Description: \_\_\_\_\_

Amount: \_\_\_\_\_

I certify that the above person(s) is a company representative, designated as Employee, Director or Officer and you are authorized to expend funds for his/her education.

I certify the above request is in complete compliance with all provisions outlined in the current Education Fund Policy.

I understand for a person(s) indicated as "Other" than a representative, a 1099 will be sent to the appropriate person(s) within this company for travel and registration expenses.

\_\_\_\_\_  
Accredited Representative

\_\_\_\_\_  
Company Name

Education Fund monies are established on a calendar year basis and must be spent during the calendar year for which they are

established. **December 15, 2020, 5:00 p.m. is the deadline for 2020 Educational Fund requests.**