



PWA

PORTLAND WORKFORCE ALLIANCE



Funds Request Form

Tuesday, March 17, 2015 • 9:00am – 2:00pm
Oregon Convention Center

Directions for School Contact/Teacher:

- 1. To receive funds you must complete the form below.
- 2. Email registration by March 6, 2015 to:
Stephanie Kennedy, skennedy@portlandworkforcealliance.org
- 3. Please contact Stephanie Kennedy at 503.626.8197 or skennedy@portlandworkforcealliance.org if you have questions.

PLEASE PRINT

School Name:	School Contact/Teacher Name (Print):
Address:	City/State/Zip:
Phone:	Email:
Funding Requested: Substitute Teacher Cost – Bus Cost – Mileage – Car/Bus Rental - Total Requested –	Requestor’s Signature:

There are **limited funds** available for your students to attend this Expo as a group. Priority for funding will be given to schools **OUTSIDE** of the City of Portland. We encourage Portland Public Schools to take advantage of free student Tri-met bus passes - but consideration will be given for those schools where Tri-met is not practical.

Portland Public Schools has set aside funds to transport students to the Expo. Please contact Jeanne Yerkovich (jyerkovi@pps.net) for additional information.

Reimbursement Policy - Final invoices need to be received by no later than June 15, 2015. Funds will be distributed 2-4 weeks after an invoice is received.