# PEA Pro-d Central Fund

## Supervisor Approval Template

### Instructions

* Use & edit as word doc or copy/paste text into an email
* Approval must either be a PDF of wet signature or an email approval
* PDF the email approval chain and upload or scan and upload the PDF of approval

### Template

**Title:** Approval Requested: Application for PEA Central Professional Development Fund

**Contents:**

Dear \_\_\_\_\_\_\_,

I am applying to the PEA Central Professional Development Fund for support of the following:

* Item/Course/Event
  + Details: dates, short description
* Item/Course/Event
  + Details: dates, short description

The amount I am requesting from the Central Fund is: $xxxx

Additional Notes:

* As discussed previously, the department will be contributing xxx to this opportunity
* As discussed previously, I will be contributing xxx from my PDEA to this opportunity

Your approval of this request is required as part of the application. Please reply to this email with your approval or sign below and return to me at your convenience.

Regards,

NAME

I approve \_\_\_\_\_\_\_\_ to submit the above request to the PEA Central Pro-d Fund

SUPEVISOR NAME DATE