



# ***BVPPA***

## ***Educational Reimbursement Professional Development Guidelines***

### **Criteria**

Reimbursements will be provided for professional development and certification listed below:

- BVPPA Educational Reimbursement Professional Development Fund amount set aside yearly shall be no less than \$600.00, assuming that funds are available. Funds not used by fiscal year end may be reserved and carried forward year to year for future reimbursements.
- Members apply for reimbursement by providing proof of passing exams or attending a course or seminar; reimbursement will be made, if funds are available, on a first come, first serve basis.
- Review Committee to consist of the following: Immediate Past President, Vice-President, Pro D Chair; the Immediate Past President shall be the Chairperson of the committee. ***\*\*If one of the review committee members applies for a reimbursement, the President will assign another officer to replace that committee member during the evaluation of their application.***
- Reimbursements may be provided to any eligible BVPPA member for the following:
  - Purchasing Certification, for example C.P.M. or A.P.P.
  - Registration for Purchasing Conferences or Seminars
  - Examination fees for test modules, study guides and/or books for approved purchasing courses
  - Approved purchasing courses from an accredited college or university
- The amount of reimbursement can not exceed \$200.00 in a given fiscal year (June to May) per member.

Requirements of Applicant:

- Applicant must be a member of BVPPA for at least one (1) full year.
- Applicant must be an active member, defined as attending no less than 50% of the monthly business meetings for 12 months, prior to submission of application.



# BVPPA



## Reimbursement Application

NAME \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

OFFICE PHONE \_\_\_\_\_

CURRENT EMPLOYER \_\_\_\_\_ How long? \_\_\_\_\_

TITLE \_\_\_\_\_

MEMBER OF BVPPA? no \_\_\_\_ yes \_\_\_\_ If so how long? \_\_\_\_\_

1. Describe your current position, responsibilities and duties:
  
2. Describe the course/educational activity pursued, when it was given, where it was conducted, and by whom. NOTE: Invoices, brochures showing costs, proof of attendance, proof of passing exam or receipts must be submitted upon completion of the course, seminar or examination.
  
3. What is the full cost of this activity?
  
4. Describe how you believe this activity will advance your career in purchasing.

I will not receive reimbursement for this expense from any other source.

Signed \_\_\_\_\_

BVPPA Member (Applicant)

Date \_\_\_\_\_

### BVPPA Review Committee Use Only

Approved \_\_\_\_\_ \$ \_\_\_\_\_

Not approved \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Treasurer Use Only

Reimbursement \$ \_\_\_\_\_

Check # \_\_\_\_\_

Date \_\_\_\_\_