

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**PROFESSIONAL ENHANCEMENT FUND**

**Request for Allocation**

Requestor \_\_\_\_\_ Date \_\_\_\_\_

Department/Division \_\_\_\_\_ Site \_\_\_\_\_

Check one:  Administrator  Supervisor

Item/activity to be funded

How does this purchase/activity help you perform your responsibilities?

Amount requested \_\_\_\_\_

If item/activity exceeds current year Professional Enhancement Fund limitations, please indicate on the Purchase Request worksheet, Request for Attendance at Off-campus Activity, or other documentation, the source of funds (budget number) to cover the balance. ATTACH REQUISITION WORKSHEET, OFF-CAMPUS REQUEST OR OTHER DOCUMENTATION REQUIRED TO PROCESS THE REQUEST.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Title

ACKNOWLEDGMENT:

APPROVED:

\_\_\_\_\_  
President or Vice Chancellor

\_\_\_\_\_  
Associate VC Business Services

Professional Enhancement Keycodes:

Administrators :1215253

Supervisors: 1215255