

FOR OFM INTERNAL USE

OFM Log # T-167-DEL

OFM Director Determination: Approved Denied

V. A. H.

OFM Director Signature

5/29/09
Date

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MAY 26 2009

OFM DIRECTOR'S OFFICE

Equipment and Out-of-State Travel or Training Freeze Exemption Request Form

In a February 20 memorandum to agencies, the Office of Financial Management (OFM) issued instructions on how to request an exemption beyond exceptions described in the memo. Completed forms must be signed and submitted to OFM at ExemptionRequests@ofm.wa.gov. They will not be processed without the agency director's signature.

Type of Exemption Request

Equipment Freeze

Out-of-State Travel Freeze

Out-of-State Training Freeze

Requesting Agency

Department of Early Learning

Contact Name

Kate Verville

Email

kate.verville@del.wa.gov

Phone

360-725-4391

Equipment Information

Total estimated cost

\$

Description of equipment

Justification for equipment purchase (why is this critically necessary?)

Out-of-State Travel or Out-of-State Training Information

Destination and/or description of training

The National Association for the Education of Young Children (NAEYC) is holding a professional development planning day for states across the nation. NAEYC is inviting state teams to attend this meeting on June 13, 2009 to discuss plans around professional development system integration. Washington is one of over thirty states that will be in attendance. As DEL is leading the work on the Professional Development Consortium, request out of state travel for one DEL staff person to attend along with other members of a state team who are also Professional Development Consortium members.

Justification for travel (why is this critically necessary?)

Critically necessary due to the timing of state planning work and since DEL is facilitating and charged with leading the Professional Development Consortium work. SHB 1943 requires that full recommendations for an integrated system of professional development are due in December 2010. DEL's attendance at the state planning meeting will allow for valuable information to be obtained from other states as well as provide crucial time to plan with other Consortium members.

Explanation of why other alternatives to travel won't work

This is an in-person meeting held in North Carolina. No other option is available.

Number of staff traveling

Total estimated cost

1

\$1000.00

Agency Request Approval

Elizabeth M. Kelly

Agency Director (signature required)

5/26/09

Date