

CHECKLIST – TAKING A PROFESSIONAL COURSE

*Please be sure to include course name number and institution in ALL submitted paperwork.
Your course will not be paid for without it.*

When requesting payment:

- ___ Professional Course Pre-Approval Form
- ___ Course Description
- ___ Letter of hardship if you are requesting payment for the course up-front
- ___ Purchase Order
- ___ Updated Transcript upon completion

When requesting reimbursement:

- ___ Professional Course Pre-Approval Form
- ___ Course Description
- ___ Copy of course grade upon completion
- ___ Purchase Order
- ___ Payment Request Form
- ___ Proof of Payment