ARKANSAS DEPARTMENT OF EDUCATION

BEGINNING ADMINISTRATOR INDUCTION PROGRAM

Beginning Administrator Expenditure Log

Post all expenditures as approved on the Professional Learning Plan

Beginning Administrator's Name: _____

School assigned to: _____

Date	Invoice Number	Expenditure: Based on PLP Standard	Amount	Approved By:

All expenditures made by the Beginning Administrator must be directly related to the resources on the approved Professional Learning Plan (PLP). Expenditures must be approved by the School District Projector Director**.** **All expenditures should be made by April 30 (or date designated by the School District) of each fiscal year.** This document is to be kept on file for auditing purposes. The signatures below indicate that the expenditures reported on this form are within the limits of the Administrator Induction Expenditure Guidelines. (This form remains with the school district. Do not send to ADE.)

Signatures:

Beginning Administrator: _____ Date: _____

Induction Project Director: _____ Date: _____