

## **Professional Development Fund Purchases Guidelines for Allowable Use**

### **Allowable without Inquiry**

Supplies for Conducting Research (e.g., small equipment, sampling supplies)  
Office Supplies Related to Professional Growth (paper, pens, pencils, staples, etc.)  
Professionally-related Apps for University iPads  
Professionally-related Software  
Professionally-related Books and Other Publications  
External Computer Drives  
Flash Drives  
Art Supplies (related to preparation of creative works-primarily Art faculty)  
Art Framing (art, graphic art, and similar productions-primarily Art faculty)  
Professional Conference Registration  
Travel to Professional Conferences (foreign travel requires Provost Office approval)

### **Allowable with Approval by Chair and Dean**

Banquet or Catering Fees  
Computers, iPads, SurfacePros, other tablets  
Student Labor Related to Professional Growth

### **Allowable with Approval of the Provost or Vice Provost**

Professional Memberships/Journal Subscriptions

### **Not Allowable**

Selected Personnel-related Expenses or Salaries, Including Consulting Fees

If there are any questions related to the appropriate expenditure of PD funds, please direct inquiries to the Provost's Office, 651-2063.