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
Student Travel

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