

Professional Development Purchase Request

For the 2021-2022 academic year, faculty are allocated \$500 for support of teaching or research responsibilities according to individual role statements. These funds will carry over in your name for three years. Please be prudent in your use of these funds and look for matching funds where available.

Please submit completed form to the department Business Manager, Rhonda Derrick.
Upon approval, you will receive an email with an assigned staff member to assist you with ordering your items and providing item availability and delivery status.

Professional Development items that may be considered for purchase:

- Reference/Research materials (i.e., books)
- Subscriptions/Journals/Software
- Virtual Conferences/Workshops
- Publication costs
- Membership fees outside of conference registration*
- Other items may be considered

**NOTE: Please be aware that USU Policy 522 prohibits paying for individual employee memberships/dues in professional organizations or certifications. However, where such memberships/dues are essential to the effective operation of a department or program, approval may be given for such expense. Please make sure your rationale addresses this.*

Requestor: _____ Date: _____ Estimated Cost: _____

Professional Materials Requested (provide specific information below or attach documentation):

Rationale for Purchase/Learning Objective:

Did you attempt to obtain funds for these items through other means? No ☐ Yes ☐
(i.e., Office of Research, Library)

Please list any outside funding requests submitted and awards received: [Email to Bus Mgr](#) [Save Form](#)

Business Manager Approval : _____

Account / Index#: _____ Purchase Notes: _____