***Professional Development Funds Request Form***

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| Name of Faculty Member | Click here to enter text. |
| Faculty Member ID Number | Click here to enter text. |
| Account # | **220-0034-0670-0000** |
| Payee | Amount |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Total Due | Click here to enter text. |
| Explanation:  Click here to enter text. | Check if paid by Pcard  Available Funds $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

INSTRUCTIONS TO FACULTY MEMBER: Present this form with receipts to your chair, who is to check the expenditure in relation to your Professional Development Plan and sign the form before sending it to Jill Trostle, Assistant to the Dean of the Faculty.

**Office Use Only:**

**Approval:**

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**Department Chair Date**

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**Dean of Faculty Date**