



School/College of _____

Fiscal Year: 20__ / 20__

Allocated Funds Available: _____

Use of Professional Development Funds

Print Faculty Member's Name

Faculty Member's Signature

Use of Professional Development Funds

I request the use of Professional Development funds allocated to me for the following amount(s) and purpose:

- \$ _____ Purpose: _____ on _____ (date)
- \$ _____ Purpose: _____ on _____ (date)
- \$ _____ Purpose: _____ on _____ (date)
- \$ _____ Purpose: _____ on _____ (date)
- \$ _____ Purpose: _____ on _____ (date)
- \$ _____ Purpose: _____ on _____ (date)

Total amount requested: \$ _____

Approval of all use of funds requests listed above. (If any are being denied, indicate which one and the reason below.)

Dean: (choose one) Approved Denied

Reason for denial:

Date: _____
Dean's Signature

Received by Provost Office: Date: _____