

## SPCS Adjunct Faculty Fund Request

### Fund Request Information

Date: \_\_\_\_\_

Professional & Personal Development Fund (Complete **A & B** below)

Instructional Support/Social Fund (Complete **A & C** below)

### A. Instructor & Course Information

Name: \_\_\_\_\_ University I.D. #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Course:  Fall  Spring  Summer \_\_\_\_\_  
Semester Year Subject Number Section (e.g. ENGL 101U-06B)

### B. Personal & Professional Development Fund (Maximum of \$100/academic year)

1. Details of the course, conference, meeting, etc., for which the funds are being requested:  
 \_\_\_\_\_

2. Date(s): \_\_\_\_\_

3. Location: \_\_\_\_\_

4. Sponsor/Vendor: \_\_\_\_\_

5. Total Cost: \$ \_\_\_\_\_

*Requesting Reimbursement following program/activity of for materials – provide original receipt(s):*  
 Total Amount: \$ \_\_\_\_\_

### C. Instructional Support/Social Fund (Maximum of \$50/course)

1. Details of Expenditure (what): \_\_\_\_\_

2. Projected Date of Activity: \_\_\_\_\_

3. Location: \_\_\_\_\_

4. Projected Amount: \$ \_\_\_\_\_

*Requesting Reimbursement after activity – provide original receipt(s):*  
 Total Amount: \$ \_\_\_\_\_

### Approval (in advance of activity)

\_\_\_\_\_  
Senior Associate Dean Date

### Approval (for reimbursement following activity)

\_\_\_\_\_  
Director, Administrative & Technical Services Date

### Processing Steps

1. Form submitted to Senior Associate Dean (Brown) for approval prior to activity
2. Copy returned to faculty member
3. Approved form and documentation submitted to Director of Administrative & Technical Services (Walsh) for reimbursement following activity. Accounts Payable requires that receipts be submitted within 90 days of purchase.

## Professional and Personal Development Fund

Each faculty member is entitled to request \$100 per academic year from the SPCS Professional and Personal Development Fund. The money is to be used to support teaching in the SPCS and personal growth and development. The Senior Associate Dean must approve all requests in writing **prior to expenditure of the funds**. Make a written request by submitting this *Adjunct Faculty Fund Request Form* with the following information:

1. Provide details of the course, conference, meeting, etc. for which the funds are being requested. Include purpose, dates, location, cost, etc.
2. Indicate relationship of this program to the work you are doing in the SPCS and/or your professional growth.
3. Provide documentation of cost. No funds can be disbursed without documentation.
4. For money in advance of activity, provide a copy of the completed registration showing the cost of the program/activity.
5. For reimbursement after the program/activity/classroom material, provide the receipt(s) for payment.

**Submit request for reimbursement following guidelines of the University and attach this form, with original receipts.** Requests for funds will be processed by the SPCS through the Accounts Payable Office. Once the check is available, it will be mailed to you or deposited to your account if you have elected this option. Please expect payment to take at least two weeks.

## Instructional Support/Social Fund

For each semester, a faculty member can expend funds for the purposes of social or instructional support. There is a maximum of \$50 per course. Each request must be approved in writing by the Associate Dean **in advance of the activity**. Make a written request to the Senior Associate Dean by submitting this *Adjunct Faculty Fund Request* with the following information:

1. Provide detail of expenditures.
2. Provide information on date, location, cost, etc.
3. Estimate total costs of activity.

**Submit requests for reimbursement following guidelines of the University, and attach this form with original receipts.**