

**Salary Cash Advance for Professional Development
through Computer Purchase Plan**

<p>Purpose And Eligibility</p>	<p>Denison University to provide the opportunity for full-time and part-time (who teach at least three courses per year) faculty on continuing contracts to have hands on experience with personal computers in furtherance of their professional development.</p>
<p>Time Period Criteria</p>	<p>Payment schedule restricted to length of contract and in no instances to exceed 36 months for payback. In case of a faculty member's resignation or retirement, arrangements for repayment must be made with the payroll office.</p>
<p>Frequency And Dollar Limitations For Program</p>	<p>Normally, a faculty member may not use this benefit more than once every three years. The maximum salary cash advance is \$2,500.</p>
<p>Schematics Of Personal Computer Purchase</p>	<ol style="list-style-type: none"> 1. Applications to be submitted to Provost on Request for Payment form annotated as Cash Advance on Salary with deductions to be specified for a number of months not to exceed contract duration or 36 months, whichever is controlling: These items are to accompany the Request for Payment: <ol style="list-style-type: none"> A.) Proposal outlining professional development uses that hardware purchase will enable. B.) Quotation on vendor letterhead. 2. Check to be issued to faculty member.