

SALARY CASH ADVANCE FOR PROFESSIONAL DEVELOPMENT THROUGH COMPUTER  
PURCHASE PLAN

PURPOSE AND ELIGIBILITY 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.

TIME PERIOD CRITERIA 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.

FREQUENCY AND DOLLAR LIMITATIONS PROGRAM Normally, a faculty member may not use this benefit more than once every three years. FOR The maximum salary cash advance is \$2,500.

- SCHEMATICS OF PERSONAL COMPUTER PURCHASE
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: A.) Proposal outlining professional development uses that hardware purchase will enable. B.) Quotation on vendor letterhead.
  2. Check to be issued to faculty member.