

Denison PD Accounts

Funded

- professional travel for research, conferences, seminars, etc.
- journal subscriptions
- professional memberships
- books
- software (not available at library offered through site license)
- clerical or professional assistance (e.g., professional indexer, student assistant)
- auxiliary hardware
- personal data assistants** (including iPads and accessories up to \$500)
- home computer internet connection**
- cell phone call and data package**

Not Funded

- second computer
- home computer (++)
- home office equipment or appliances
- teaching materials or equipment that are departmental responsibility
- student research or travel
- travel or other research costs of research collaborators
- cruises, hot tubs, gambling expenses, bail

**These items must be purchased through a Cash Allowance Authorization form (available on Provost and Human Resources websites). Only one PDA/smartphone purchase allowed every two years under this plan.

++These items must be purchased through the Salary Advance program (application form available on Provost website).

Nota bene:

- A maximum of \$3000 can be carried over in any given year. In other words, your account cannot exceed \$6000 at any one time.
- Always buy through Purchasing Office if possible (to avoid tax) and request reimbursement (form available on Provost website).
- Check with departmental chair and Provost Office BEFORE ordering or purchasing, especially if using P-Card (policies, restrictions for use on Accounting website).