Policy on Endowed Chair Fund Purchases

• Purchases must be directly related to the chair holder’s professional development, research, or teaching (ex. computer, printer, travel expenses).
• Furniture is not usually allowed. A possible exception may be made in a special case of research equipment that is portable for use in the field.
• Equipment purchased belongs to the University, not the chair holder, and should remain on University property.
• Equipment should be tagged by University Services or Information Services with a University property sticker.
• Questions and requests for approval regarding endowed chair fund purchases should be directed to the Dean’s Office of the chair holder.
• The Dean’s Office must be notified of all expenditures, review appropriate receipts, and keep a record of the account. These accounts are subject to occasional audits.

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