

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.

3/19/04