

## REQUEST to UTILIZE IFO PROFESSIONAL STUDY and TRAVEL FUNDS (19B Funds)

- **This fully-approved form must be uploaded to any/all corresponding Workday Spend Authorization(s).**
- **A Spend Auth must be fully approved before a staff person may assist with purchases and/or vehicles.**
- **Attach quotes or evidence of pricing/cost.**

|   |  |
|---|--|
| Name of Faculty Member<br>Requesting the Use of Funds     |  |
| Faculty Member's Program                                  |  |
| Faculty Member's<br>School / Department                   |  |
| Name(s) of Staff that may Assist<br>with Purchase/Vehicle |  |
| Account Number/Name<br>for Spend/Expense                  |  |
| Total Anticipated Estimate of the<br>Spend/Expense        |  |
| Vendor Name(s)  |  |

### Item(s) Requested

Include mode(s) of payment and/or reimbursements, descriptions & evidence of expenses. Use pg 2 if necessary.

|                   |      |  |
|-------------------|------|--|
| Faculty Signature | Date |  |
| Name of Chair     |      |  |
| Chair Signature   | Date |  |

With signature, the Chair indicates:

\* There are sufficient funds in the account to cover the request.

\* The purchase aligns with Article 19, Section B, Subd 3, and is approved by the Department.

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