

**REQUEST to UTILIZE IFO PROFESSIONAL IMPROVEMENT FUNDS (19A PIF)  
and Internal Faculty Grant (IFG) Funds**

- Prior to purchasing & Workday process, route this form to [InternalFacultyGrants@bemidjistate.edu](mailto:InternalFacultyGrants@bemidjistate.edu) for approval.
- A fully-approved form must be uploaded/submitted to any/all corresponding Workday Spend Authorization(s).
- Fully-approved copies of the Spend Auth and 19A Form must be available to each staff assisting with the purchase.
- P-Card purchases using IFO 19A/IFG or IFO 19B funds must first be approved as Spend Auths in Workday.

Name of Faculty Member		Type of Faculty	
Faculty Member's Program	Faculty Member's School or Dept		
IF APPLICABLE, Name(s) of Staff Assisting with Purchase			

**Spend Details**

**Indicate the Type of Expense, the Account Fund, the Method of Payment/Reimbursement, & Staff who might assist.**

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Faculty Signature		Date	
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**To Be Completed by IFG Reviewer: [InternalFacultyGrants@bemidjistate.edu](mailto:InternalFacultyGrants@bemidjistate.edu)**

Account Number/Name & Total of Available Funds			
Reviewer Notes			
Reviewer Name & Signature		Date	

With signature, the Reviewer indicates:

- \* The active/expired status and balance of the Grant Award
- \* Alignment with criteria of the Professional Improvement & Development Committee