

# ADPR Funding Request

Request to spend professional development or department funds.

PLEASE NOTE: This is not a travel request form. Travel request forms must be filled out in Concur. Conference registration requests are required to have an approved Concur travel request prior to purchase.

1. All employees are responsible for adhering to University of Tennessee, CCI, and ADPR policies.
2. Approved funding requests are valid for sixty (60) days. A new request should be submitted after sixty (60) days.
3. Failure to provide adequate details may result in a request rejection or a delay in approval.
4. Estimates and / or an invoice should be provided if possible. Estimates should be accurate. If the price for an item changes, the reviewer must be notified.
5. An approved receipt must be provided for all purchases within five (5) business days. Receipts can be emailed to [adpr@utk.edu](mailto:adpr@utk.edu).

## 1. First & Last Name

## 2. Funding Requested for:

Conference Membership & Registration (requires an approved travel request in Concur)

Workshop / Seminar (non-travel)

Research Data (Mturk, Qualtrics, Sentiment, etc.)

Research Transcription Services ([rev.com](https://www.rev.com), etc.)

General Supplies

Subscriptions (Zotero, AdWeek, etc)

Book Purchase (for teaching and research)

Minor Electronics (mouse, keyboard, remote, adapter, etc.)

Major Electronics

Event / Entertainment, Minor (guest speaker, class event, etc.)

Event / Entertainment, Major (student organization event, networking event, etc.)

Furniture Request

**3. Organization or Vendor that will be paid**

**4. Method of Payment**

Department Pcard

Invoice or Direct Bill (organization is setup as UT vendor) Reimbursement

After Purchase (active UT employees only)

Employee's Travel Card (faculty/staff only)

**5. Description(s) of what is being purchased. Include link if necessary.**

**6. Amount of purchase. Provide a breakdown of all costs.**

**7. Purpose of purchase. How does this purchase benefit ADPR & the employee's research or teaching goals as outlined by the annual evaluation (for fac/staff) and/or the mission / vision of the School?**

**8. Where are the funds coming from?**

Professional Development

Start-up

Other (please specify)

**9. Year-to-Date Spending**

**10. EVENTS & ENTERTAINMENT ONLY. Number of Attendees.**

**11. EVENTS & ENTERTAINMENT ONLY. Provide an attendee list for events under 15 (first & last name and relationship to department).**

**12. Any attachments can be emailed along with this completed form.**