

College of Liberal Arts

GUIDELINES FOR THE USE OF DISCRETIONARY FUNDS

The following guidelines govern the use of discretionary funds provided by or through the College of Liberal Arts, including those for New Faculty Start Up, Tenure and Initial Promotion Award, Full Professor Award, as well as any discretionary support awarded by the University or College.

The funds are to be used to further the individual's research agenda and professional development. Funds are not to be used for infrastructure costs. Items purchased remain the property of CSULB, not the individual.

All expenditures are subject to College fund expenditure due dates. Due date information is issued early in the Fall semester.

Allowable Items: **(Note: Items purchased remain the property of CSULB)**

- Travel to professional conferences or travel pertinent to the individual's research
- Memberships in professional societies or organizations related to their field; must use the University's address
- Journal subscriptions; must use the University's address
- Equipment pertinent to the individual's research (for example, computers, recording equipment, lab equipment). Note: all technology purchases (computers) must be pre-approved by Technical Services, x54572.
- Books and other media pertinent to the individual's research
- Student assistance, including instructional student assistance
- Transcription or translation services; service provider must be paid directly (faculty member CANNOT pay for a service then ask for reimbursement)

Items not allowed:

- ❖ Office furniture of any kind; ALL furniture requests must go on a Purchase Order and paid using **department** funds
- ❖ Office décor (for example, posters or photographs)
- ❖ Membership in personal organizations, such as alumni associations
- ❖ Gift Cards

DEPARTMENT RESPONSIBILITY:

The individual's home department is responsible for providing office furniture; Purchase Order required. The department is also responsible for providing a printer, printer supplies, and paper.

If expenditures exceed the allocated amount, the over expenditure becomes the responsibility of the individual faculty member's department.