

***Professional Purchase Request***  
***School of Teacher Education and Leadership***

Please complete and submit this form to the Department Head for approval. Once approved, work with Ami to determine the best method of purchase. **Be aware that USU Policy prohibits paying for individual employee membership in professional organizations or certifications.**

**Requestor:**

**Date:**

**Estimated Cost:**

**Professional Materials** (Provide specific information below or attach documentation.):

**Rationale for Purchase/Learning Objective:**

Signature of Approval (Department Head):

Account / Index#: