

## Request for Publication Related Expenditures

This form should be approved by the Provost Office prior to incurring any services/expenses related to the publication of faculty work.

1. Faculty Name: \_\_\_\_\_
2. Publishing Company/Editor: \_\_\_\_\_
3. Amount: \$ \_\_\_\_\_
4. Intended expense(s) for this request (check all that apply): *Please refer to important information below regarding publication expense campus purchasing procedures.*

Publication Fees

Copyright/Royalty Fees

Editing/Proofreading/Book Indexing Services

5. Source of Funds:

State Funds\*

Auxiliary Funds

6. My signature below confirms that this publication meets a legitimate business need of the university, by advancing scholarship, faculty professional development, and our institutional reputation.

Signature

### Approvals

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College Dean: \_\_\_\_\_

Vice Provost/Designee: \_\_\_\_\_

### Important Information Regarding Publication Expenses

- The use of non-state/auxiliary funds should always be considered first. State funds should only be pursued as a last resort.
- All expenses related to publication of faculty work should be handled following proper purchasing guidelines. \*If using state funds, this involves following Procurement procedures. A requisition must be entered in CFS (Common Financial System). This form should be uploaded along with other necessary documentation into the CFS system. Services may not be obtained until clearance from the Procurement & Contracts office is confirmed. This happens when the PO (Purchase Order) is dispatched to the vendor. Failure to follow such procedures may result in your request being denied.
- Copies of publications/books are not allowed as they are considered a personal benefit.