

Colgate University Endowed Chair Fund Spending Guidelines  
Effective April 4, 2016

Endowed chair holders are provided a fund that can be used for expenses in direct support of the teaching, research, and service of the chair holder or his/her department or program. The fund is supported by a payout from the endowment or from an annual allocation. Each year the chair holder will be informed by the provost of the amount available for spending in the following academic year. Unspent funds do not accumulate balances, but instead are either returned to the endowment or applied to other uses appropriate to the deed of gift.

Expenditures are subject to all normal Colgate budget, accounting, and purchasing policies, including those described in the university's [JPMorgan MasterCard Policy](#) and the [Travel Policy](#). The Dean of the Faculty/Provost has authorized the associate provost to serve as reviewer and approver of Colgate-sponsored expenses.

The following categories of funding are examples of **ALLOWABLE** expenses for endowed chair funding.

**Travel and Living Expenses for conference or research activity.** All travel and per diem expenses must conform to Colgate's [Travel Policy](#) and should not exceed the limits in the Budget Guidelines for Major Grants in the Research Council Guidelines (available on the [Dean of Faculty website](#)).

**Equipment.** With prior approval, endowed funds may be used toward purchases of research or teaching equipment for Colgate offices/classrooms or fieldwork. Equipment purchased with endowed chair funds are property of Colgate. Equipment purchases must be in accordance with the University's Procurement Policy (available on the [Purchasing Department website](#)).

**Computing Equipment and Software.** Purchases of computers, tablets, software, and other computing equipment greater than \$250 must be coordinated through Information Technology Services and normally are the same specifications as the Colgate standard-issued. Contact your ITS Technology Support Analyst (TSA) to arrange these purchases.

*Computers, Tablets & Peripherals.* Endowed chair funds can be used to purchase one computer in addition to the standard-issued computer normally on a 3-year cycle and one tablet on a 2-year cycle. Computers purchased previously with endowed chair funds must be returned to ITS when a replacement is issued. One printer/scanner may be purchased for home office use on a 3-year cycle. Exceptions to the replacement cycle or the number of additional computers or tablets will be considered if a specific exception is necessary for the teaching or research agenda of the chair holder. These requests should be made in writing to the associate provost.

**Non-Student Wages** – This includes specialized services (translation, transcription, computer programming, assistance for field research, etc.) that cannot be provided by student workers.

**Student Wages**

**Research and Teaching Supplies**

**Experiment Participant Fees**

**Outside laboratory fees**

**Expenses** – For visiting co-authors or invited speakers supporting scholarly interests of the chair holder.

**Books and Journal Subscriptions**

**Consultants**

**Professional Dues or Membership Fees**

**Publication Costs**

The following are examples of categories of funding that are **NOT ALLOWABLE** as endowed chair fund expenses:

**Additional Compensation**, including summer salary or course releases

**Internet and Mobile Device Service Plans**

**Donations**

**Gifts or gift certificates, other than those approved in the Travel Policy**

Questions about the use of endowed chair funds should be directed to the associate provost, Trish St. Leger.