

# NETWORKS PROFESSIONAL DEVELOPMENT ACCOUNT REQUEST FORM

**Checklist:**

- Be sure to determine if your request is for an appropriate use of PDA funds. How do you do this? Review the PDA Guidelines in the Networks Scholars Program Handbook. If you are still unsure, contact Livia Scott
- Complete all sections of this form and be sure to attach supporting documentation e.g., original receipts, MapQuest for proof of mileage, etc
- Make a copy for your records
- Turn in fully completed request to Marlene English, CoB, room 419
- Please allow 2-3 weeks for processing

Applicant Name: \_\_\_\_\_ Stud. ID \_\_\_\_\_ Date \_\_\_\_\_

Freshman                       Sophomore                       Junior                       Senior

ISU E-mail Address: \_\_\_\_\_

Address to mail check: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Remaining PDA Balance if Request is Granted (see Marlene English) \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Purpose of Request (Summary of written proposal or *attach detailed proposal if required*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***For Office Use Only: Application Review and Approval***

Director, Networks Professional Development Program: \_\_\_\_\_  
*Signature and Date*

Associate Dean, College of Business \_\_\_\_\_  
*Signature and Date*

Amount Approved: \_\_\_\_\_

**NOTE: If the professional development report/reflection paper is not filed within six weeks of the event, the scholar may be required to pay back the funds advanced from the PDA account.**