

**A Few QUICK FACTS about
MSUAASF
Professional Development Funds (PDF)**

- A “pool” of PDF monies, which is shared among all of our members, is received each Fiscal Year (FY), according to our MSUAASF collective bargaining agreement. It is ONE source of funding available to you as a MSUAASF member for your own ‘professional development’.
- Allowable specific uses of your PDF are outlined in Article 15, Section A of the current MnSCU/MSUAASF collective bargaining agreement. PDF money is not for the purchase of iPads, e-readers and other hardware. Those items should be purchased with department funds and would be owned by the state.
- If you are a MSUAASF employee who was already employed as of July 1 of each fiscal year OR are a NEW MSUAASF member hired in your position by October 1 of the current fiscal year OR a MSUAASF employee who is hired from a search that was known to be in progress as of October 1, you are eligible to receive a PDF allocation for the current fiscal year.
- The PDF total allocation is divided equally among our members. The original per member PDF allocation for the fiscal year ending 6/30/2014 (FY14), was \$726.00 per position. The exact amount varies from year to year, and is based on how many positions are either filled, in the process of being searched or vacant when the allocation is made.
- The overall MSUAASF PDF allocation to our campus has the same MSU Business Office Cost Center (account) Number.....#213030 for EVERYONE
- **Your own** personal PDF account balance is identified within the overall #213030 cost center by your Name and you can LOOK UP your balance and transaction records at the following website with members’ names listed alphabetically: <http://www.mnsu.edu/busoff/travel/msuaasf/>
- Funds can carry over from one FY to the next, but balances in excess of \$2,000 require a written utilization plan by May of the FY ending June 30 of each year. The plan should be sent to the MSUAASF Treasurer.
- You are encouraged to keep track of your own account balance as you spend it and the process for using any of the funds to reimburse expenses (as allowable per Article 15, Section A of the current MnSCU/MSUAASF collective bargaining agreement). The reimbursement process is the same as for any other reimbursements (except that it is a special Cost Center). Overspending is NOT allowed and you WILL be required to pay back the amount you overspend. Your allocation for the following year will be withheld until the deficit is paid in full.
- Contact Tami Galema-Liebl in the MSU Business Affairs Office, telephone x5006 for any other questions about the account; OR if you cannot reach Tami and have GENERAL questions about PDF, please contact our local MSUAASF treasurer.
- When members leave MSU, they have the opportunity to bequest/give/will their remaining PDF funds to other ASF members. If you would like to request that your monies be given to another member or members, an email needs to be sent to the MSUAASF campus treasurer prior to 4:00pm on your last date of employment.

(Updated 4.7.15)