Program/ Departmental / Committee Funding Request Form

Program/Department/Committee Requesting Funding: ________________________________

Individual Submitting Request: ___________________________________________________

Total amount requested: $ ___________________ Date funding is needed by: ______________

Brief description of what funding will be used for: ______________________________________

_________________________________________________________________________________

Target Audience: __________________________________________________________________

Itemized detail of how funds will be spent (or description with budget attached): ____________

_________________________________________________________________________________

Provide the Fund/Org/Acct#/Prog where funds should be directed: _______________________

_________________________________________________________________________________

**Applicant’s signature verifies that he/she understands their responsibility of implementing the program or activity for which funds are being requested and is responsible for submitting any receipts, requisitions, and/or reports.**

_________________________________________ Date

Signature of Staff Person Requesting Funds

**FACULTY - Additional signatures required:**

_________________________________________ Date

Signature, Director and/or Division or Committee Chair

_________________________________________ Date

Signature, Dean and/or Vice President

**ADMINISTRATION, STAFF, & STUDENT ORGANIZATIONS - Additional signatures required:**

_________________________________________ Date

Signature, Supervisor

_________________________________________ Date

Signature, Overseeing Vice President

**COMMITTEES - Additional signatures required:**

_________________________________________ Date

Signature, Committee Chair

_________________________________________ Date

Signature, Ex-Officio