**REQUEST FOR FUNDING**

Requests for funds are submitted a year in advance of the budget year, beginning October 1. Submissions are accepted from October 1 to April 1. The request must be linked to the goals of the annual report of the unit, provide a support rationale, and have the approval signatures, in the appropriate order, as shown below. Requests are transmitted and presented to the SPBS Committee by the appropriate Executive Council member.

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*TRANSMITTAL:*

Name/Budget Unit Originating Request

FUND       ORG       PROG

Budget Year(s) for which Funds Requested       (if permanent, specify such)

Amount Requested on annual basis

Date of Submission

Attach documentation addressing the link between the budget request and the annual report goals, specifying which goal is addressed by this funding. Provide the date and unit of the annual report, where the report is located, and attach the relevant page from the report.

Attach a description and rationale of the funding request (include all relevant information, including a detailed budget and comparative data used to justify request).

One-Time Request for new money (information item only as submitted by VP)  Yes  No

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*APPROVALS:*

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Department Chair or Equivalent Date

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

Dean or Equivalent Date

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

Vice President Date

Date Action Taken by SPBS Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Denied

\_\_\_\_\_ Returned for Additional Information

Accepted for: \_\_\_\_\_ Immediate Petition \_\_\_\_\_ Added to List