**REQUEST FOR FUNDING**

Requests for funding are submitted during the academic year prior to the implementation of the new budget year, which begins October 1. Submissions are accepted from October 1 to March 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. Please attach the relevant page from the report. Is the request linked to the annual report?  Yes  No

Annual Report Year:       Long-term Goal #       and/or Short-term Goal #      

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

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Dean or Equivalent Date

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Vice President Date