

Request for One-Time Funds

The submission of this form and approvals at all levels must be completed before any commitments requiring one-time funding are considered.

I. Request for One-Time Funds

* Please provide supporting documentation.

Department Name _____

Organization # _____

Amount Requested _____

Explain the following (use additional pages if necessary):

- What is the purpose of the one-time money being requested?
- Why this cannot be provided within the department, either by using uncommitted funds or by a re-prioritization within the department
- Please indicate how this request relates to the mission of the University, strategic plan, and to the priorities and strategy of the department.

Department Head/Director Signature

Date

II. Approval to Request Funding from Sources Outside of College/VP Area

Total Unrestricted Reserve Carryover Funds from Prior Year Reports _____

Total Base Budget Funding on Vacant Positions Not in Active Searches _____

Explain the following:

- Why this cannot be provided within the college/area, either by using uncommitted funds or by a re-prioritization within the college/area and
- Please indicate how this request relates to the mission of the University, strategic plan, and to the priorities and strategy of the college/area.

Dean/VP Signature

Date

III. Provost Office Review (Academic Areas Only)

Comments

Signature

Date

IV. Budget Office Review

Comments

Signature

Date

V. University Administration Approval of Additional Needs

Executive VP Signature

Date

Note: If approved, the EVP will forward to Budget Services for transfer of one-time funds.