

Name: _____ Date: _____

Phone: _____ Email Address: _____

Description: _____
computer, furniture, equipment, etc.
Travel: studio (include course#), conference, research, destination & dates
For studio travel also include list of all participants (students, guests, etc)

Amount: _____
attach applicable quotes

Attach separate sheets as necessary

Justification / _____
Purpose: _____

Itemized _____
Budget: _____

Please turn in completed form to Angela Back, 117 Pence Hall. Approval notification will be made via email and form returned to requestor's mailbox.

APPROVED

NOT APPROVED

Department Chair

Dean

Business Officer

Date

Funding Source (cost center)

Amount Funded