

**OFFICE OF THE PROVOST AND VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

REQUEST FOR OPERATING/EQUIPMENT FUNDS

Department: _____

Describe Need: _____

Rationale: _____

Amount: _____

Total Request: \$ _____

Match (if any): \$ _____

(Describe Source)

Net Request from VPAA: \$ _____

Recommendations: _____

Chair/Head _____
Date

Dean/Director _____
Date

Approval: _____

Provost/VPAA _____
Date

(No More Than One Page)