

Faculty/Staff Development Fund Request Form

Name:

Amount Requested:

Purpose:

Travel/Purchase Dates or Deadlines:

Itemized cost breakdown (including use of area and personal funds):

Have you applied for other funding sources?
(If yes, from what source?)

We will create a pool of money for these requests as our funding permits. You are encouraged to plan ahead because these funds will be available on a first-come, first-served basis.

Please submit this request to your Area Head via email and allow at least 2 weeks for notification of approval. Area Heads: please sign this form and submit to Pete Tender.

Area Head: _____ Date: _____