

## **Staff**

## Staff Senate - Departmental Supplemental Funding Request Form

(Submit completed form to your Staff Senator for review)

<b>Organization/Department:</b>	
<b>Prepared by &amp; Title:</b>	
<b>Contact (Email &amp; Phone):</b>	

Each department may make one request for supplemental funding each fiscal year. However, a funding cap of \$250 is in effect per department. Also, include a breakdown of all costs requested and a letter of application about why this funding is needed, how it will impact staff/coworkers/colleagues/department, etc. The Department            ty to provide detailed

If you are requesting a specific piece of equipment, please submit a catalog listing of the item.

If you are requesting travel funding, please submit a supplemental page with dates of the trip, destination, hotel and conference information, conference website, and a list of tentative staff attending the trip.

Funds must be used for the purpose for which they were allocated and follow all state purchasing guidelines.

Funds may not pay for gifts, food (excluding travel expenses where applicable), giveaways, awards, etc.

All funds must be used during the academic year awarded (no carryover).

Award recipients must be prepared to attend the Staff Senate May Meeting to submit and present a final report to the body about how this funding has impacted their work.

<b>Request/Project Title:</b>		
<b>Requested Amount:</b>		
<b>Requested Amount Breakdown:</b>	Travel	
	Speaking fee	
	Equipment rental	
	Room setup fee	
	Supplies	
	Printing	
	Other (specify below)	
<b>Organization Contribution Amount:</b>		
<b>Grand Total Amount:</b>		

**Please describe a short purpose of this request.** (Further details should be explained in the letter of application)

**ACKNOWLEDGEMENT:** By signing and submitting this funding request, I ensure that my organization meets the eligibility requirements and the information presented here is accurate to the best of my knowledge. I have attached any and all supplemental documents, including but not limited to: travel/conference information, a catalog listing, a letter of application (why funding is needed, staff impact, a ranking of projects when more than one requested), etc.

<b>Preparer's Signature</b>		<b>Date:</b>
<b>Budget Head's Signature</b>		<b>Date:</b>