



COLLEGE OF BUSINESS

COLLEGE OF BUSINESS REQUEST FOR FUNDS FORM

Date: _____

Name of Individual Requesting the Item: _____

Department: _____ CLBA _____

Describe the purchase:

[Empty box for describing the purchase]

Explain how this item would help in the teaching or productivity of the user:

[Empty box for explaining the item's utility]

Has this item already been purchased? Yes No

Estimated Cost: \$ _____

(Attach detailed information of the purchase and vendor.)

Is this being paid from a college grant? Yes No

Account #: _____ Title: _____

Signature: _____

APPROVALS:

Department Chair: Recommend Approval Do Not Recommend Approval

Signature: _____ Date: _____

Dean John Gamble: Approve Do Not Approve

Signature: _____ Date: _____

Comments or Special Instruction:

[Empty box for comments or special instructions]