

03.FAC.19

REQUEST FOR FUNDS

(Revised January 29, 1999)

(Revision draft August 2005)

(Approved COB Faculty, September 29, 2007)

(Reviewed April 2012)

(Revised and Approved by COB Faculty March 9, 2018)

Faculty members who feel that a special resource (such as computer hardware, software, equipment, etc.) would improve their research or teaching should initiate their request in writing to their department chair.

The request should be prepared on a special form named Request for Funds Form. **The form can be obtained from the COB Business Manager or found in COB 05.FOR.04.** The form contains such information as resource description, estimated cost, and a justification of how the item would assist the individual further the College's mission.

The chair will forward the request with a recommendation to the Dean. Generally, the Dean will act on items of moderate cost. However, items of greater expense generally must meet with approval of the College's Administrative Council.

[See COB 05.FOR.04 - Request for Funds Form.](#)