

05.FOR.04

REQUEST FOR FUNDS

(Revised by the COB Advisory Council, January 5, 2005)

(Approved, COB Faculty, January 10, 2005)

(Reviewed April 2012 and March 9, 2018)

REQUEST FOR FUNDS

Date:

Describe the purchase:

Explain how this item will benefit in the teaching or productivity of the user(s):

Estimated Cost: _____ Vendor: _____

Print Name of individual requesting the item: _____

Signature: _____ Title: _____

Is this an emergency item? Yes ___ No ___

Is Special Approval given to buy the item as an emergency item? Yes ___ No ___

Is this purchase to be made from a College Grant? Yes ___ No ___

Account #: _____ Account Name: _____

APPROVALS:

Approve _____ Do Not Approve _____ Date _____

Name of Department _____

Signature: _____

Dean or Dean's Designee: _____ Approve _____ Do Not Approve _____ Date _____

Signature: _____

Comments or Special Instructions: _____
