



Mid-Year Emergency Funds Request Form

The purpose of this form is to enable to the Provost's Office to assess need and appropriately allocate limited funds available to the Provost. This procedure applies to mid-year unexpected funding needs not addressed in the annual fall process for strategic initiative and capital requests that cannot wait for the next year's annual budget process. This form will be reviewed by the Provost and a decision will be communicated within two weeks of receipt.

This form should be completed by a Dean, a Director, or an Associate Provost.

Upon completion submit this form to Beth Hoagland, Business Manager, Office of the Provost.

Individual Making the Request

On behalf of what School/Department

Dollar Amount Requested

Date Funding Required
(indicate if this crosses fiscal years)

One-Time (aka Temporary Funding)

Recurring (aka Permanent Funding)

Description of the unexpected funding need; indicate if this is a campus-wide event/initiative and list all funding sources secured. You may attach additional pages if necessary.

My signature below verifies that I have reviewed all resources (Operating budget, Restricted funds, Project funds, Indirect funds, Contingency funds, and Reserve funds) and determined that additional funding in the amount stated above is necessary for this initiative/project.

Signature of individual making the request

Date

Department/Organization Code into which funds should be moved

Activity Code (if necessary)

PROVOST'S OFFICE USE ONLY		
Date Received _____	Recommended Amt _____	Recommended Fund _____
For Temp Funding: Date JE submitted _____	For Permanent Funding: Date Request submitted _____	