



Funding Request Form (FRF)

Research & Budgeting Use

Commitment #:

Fiscal Year:

Initiator Instructions: Complete this form prior to any request involving Dean's funding, and as directed for grant or P-card purchases. Include supporting documentation, showing the item(s) desired, bill to be paid, conference to attend, etc.

Is this request for Dean's funding?

Initiator Name:

Who is requesting this purchase?

Date Requested:

Amount Requested/Anticipated:

Vendor(s) if known:

Purpose:

Would this be a one-time or reoccurring (annual, monthly, etc.) purchase?

For all requests not involving Dean's funding:

Index Name	Index #	Fund #	Acct Code	Amount
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Index Name	Index #	Fund #	Acct Code	Amount
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Signature of Requestor

Date

Director/Department Head
(Required for Dean's Funding)

Date

Research & Budgeting Operations Use

Comments

Approval Details:

Transaction Method

Index Name	Dean	Date
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Index #	RBO Staff For Restricted Funding	Date
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Fund #	RBO Co-Director	Date
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