

Request for Special Funding from VPSA

Date:

To:

VP of Student Affairs

From:

Cc:

Randi Darnall Burke and Kate Stroup, VPSA office

The amount being requested: \$_____00

Explanation of the request:

The total budget/expenditure associated with this request (staffing, supplies, etc): \$

Date expenses to be incurred:

If approved, transfer funding into expenditure account:

_____	_____	D	_____	_____	_____
account	fund	dept	program	class	project
6	5	6	5	5	6

Signature of the Supervisor or MPP

Date

This section to be completed by OVPSA

Approved

Not approved

Funding provided from account:

_____	_____	D	_____	_____	_____
account	fund	dept	program	class	project
6	5	6	5	5	6

Signature of the Vice President

Date

Budget transfer journal id _____

Date & OVPSA staff initials

Distribution: VPSA budget file (original); requesting Supervisor/MPP (copy) and requesting department's SA Budget Team member (copy)