

## COLLEGE OF LIBERAL ARTS – Funding Request Form

Email completed request to LA deans James Beeby, Michael Dixon and Joan DeJong and copy Kathy Oeth, Virginia Morgan, and Katie Benedict, [jmbeeby@usi.edu](mailto:jmbeeby@usi.edu), [mdixon@usi.edu](mailto:mdixon@usi.edu), [jddejong@usi.edu](mailto:jddejong@usi.edu), [kaoeth@usi.edu](mailto:kaoeth@usi.edu), [VMmorgan@usi.edu](mailto:VMmorgan@usi.edu), [kbenedict@usi.edu](mailto:kbenedict@usi.edu). **THE SUBJECT LINE OF YOUR EMAIL SHOULD READ: CLA EVENT REQUEST**

Name \_\_\_\_\_

Title or Position \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Department, Program or Organization \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Have you *requested* funding from another USI source for this initiative? \_\_Yes \_\_No

Have you *received* funding from another USI source for this initiative? \_\_Yes \_\_No

Have you requested or received funds from sources outside of USI for this initiative? \_\_Yes \_\_No

If yes, please list the source(s) and amount(s) received \_\_\_\_\_

Name and title of the person to whom you report \_\_\_\_\_

Is the person you report to aware you are requesting fund for your stated purpose? \_\_Yes \_\_No

Deadline for receiving a response for your request \_\_\_\_\_

Describe briefly how your initiative addresses goals in the College of Liberal Arts Strategic Plan

Attach a budget and/or additional information to support your funding request, as needed.

### For use by deans office only

Date information received in College of LA \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Amount Approved \$ \_\_\_\_\_

Source \_\_\_\_\_ Account Number \_\_\_\_\_

Source \_\_\_\_\_ Account Number \_\_\_\_\_

Source \_\_\_\_\_ Account Number \_\_\_\_\_

If applicable, has initiative been recorded on a CLA event request form? \_\_Yes \_\_No

Approval of Dean \_\_\_\_\_ Date \_\_\_\_\_

Signature of Fiscal Agent \_\_\_\_\_ Date \_\_\_\_\_