

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, mdixon@usi.edu, jddejong@usi.edu, kaoeth@usi.edu, VMmorgan@usi.edu, 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 _____