



Request for Dean of Studies Funding

Proposed Event _____

Date _____

Audience for whom your proposal is intended – (briefly explain)

Date of Event _____

Or for which academic term support is sought? [circle] Fall Winter Spring

Contact Information:

Name: _____

Group/Department: _____

Phone: _____

E-mail Address: _____

Proposed Budget (this should include a breakdown of all anticipated expenses)

Please indicate Type of Disbursement:

*Reimbursement _____

(Original receipts must be provided)

Transfer Funds _____

Account # _____

Total Request \$ _____

**Please submit this form and all relevant supporting documentation to:
Mark Wunderlich, Dean of Studies, Science & Engineering Center, Room S-100**

Approved by _____

Date _____

\$ _____