# **One Time Funding Project Request**

**Instructions:** Please complete the One Time Funding Project Request form. Funding requests that include an equipment purchase, modification to space, or the need for additional space, should be reviewed by the appropriate group prior to submitting to your Cabinet representative. The project Requestor should be the spending authority for the budget. Once approved, Cabinet members should then send the form to the CFO, Aaron Howell. The information will be compiled and presented to the President for review and approval prior to processing for funding.

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| **Requestor:** |  |
| **College/Department:** |  |
| **Cabinet Member:** |  |
| **Business Manager:** |  |

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| **Total Project Cost:** |  |
| **One Time Funding Amt:** |  |
| **HEERF Funding Amt:** | $ |

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| --- | --- | --- | --- | --- |
| **Fund** | **Department** | **Program** | **Class** | **Accounts** |
| **Approp** | **Approp** |
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| **Request:** |
|  |
| **Description:** |  |
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| **Has the vendor already been identified for the purchase?** | Yes[ ]  No[ ]  |
| **If No, will the request need to go out for a bid?** | Yes[ ]  No[ ]  Unsure[ ]  |
| **Does the request involve modification to existing space or the need for additional space?** | Yes[ ]  No[ ]  NA[ ]  |
| **If Yes, has Facilities or Space Committee approved?** | Yes[ ]  No[ ]  NA[ ]  |
| **Does the request involve technology?** | Yes[ ]  No[ ]  NA[ ]  |
| **If Yes, has UITS approved?** | Yes[ ]  No[ ]  NA[ ]  |
| **Does the request involve an equipment purchase that may affect university infrastructure?** | Yes[ ]  No[ ]  NA[ ]  |
| **If Yes, Has EHS and/or Facilities approved?** | Yes[ ]  No[ ]  NA[ ]  |

**CFO Signature Date Approved Amount**