

**OFFICE OF THE ASSOCIATE DEAN FOR UNDERGRADUATE STUDIES & CGS
REQUEST FOR DISCRETIONARY FUNDS**

Return to Russell Maiers (rrm13@pitt.edu)

Please submit your request at least four weeks prior to event.

Activity Date(s)		Requestor/Faculty Sponsor	
Requestor/Faculty Sponsor E-mail Address		Campus Phone	
Course Title	Course Number	Number of Undergraduate Students	
Description of activity and its academic value to the course or student's academic program. Attach additional supporting details. <i>Must demonstrate impact on undergraduate students.</i>			
Academic purpose of this activity			
<input type="radio"/> Faculty/undergraduate student interaction <input type="radio"/> Curricular initiative <input type="radio"/> Undergraduate student support			
Faculty Designation <input type="radio"/> T/TS <input type="radio"/> NTS <input type="radio"/> Other (please specify) _____			
Other funding sources			
Source: _____		Amount: \$ _____	
Source: _____		Amount: \$ _____	
Source: _____		Amount: \$ _____	
Amount Requested from the Office of the Associate Dean		Budget (Attach Supporting Details)	
Lodging		\$ _____	
Registration fee		\$ _____	
Tickets/Entrance fee		\$ _____	
Transportation		\$ _____	
Other (please explain): _____		\$ _____	
Total requested from the Office of the Associate Dean (not including funding requested from other sources)		\$ _____	
Payment (to be completed by Department's Fiscal Manager)			
Transfer funds to account number: _____			
Online JE to transfer funds: <input type="radio"/> YES <input type="radio"/> NO			
Fiscal Manager's Signature: _____		Email address: _____	
<i>All funds are subject to Associate Dean's approval -- Submitting a request does not guarantee funding for an event</i>			
Faculty Signature: _____		Chair/Director Signature: _____	
Date: _____		Date: _____	

Signature/Associate Dean's Approval

Amount Approved

Date