

School of Art  
**REQUEST FOR DIRECTOR'S OFFICE FUNDING**  
**(OTHER THAN POOLED FUND)**

DEADLINES: March 1, June 1, September 1, December 1

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DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**TYPE OF REQUEST:**

Visiting Artist Speaker

Fees: \_\_\_\_\_

Travel Cost: \_\_\_\_\_

Conference Support (for the purpose of putting on a conference)

Name of Conference: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Art Supplies/Equipment

Cost of the Equipment: \_\_\_\_\_

Other costs (maintenance etc.): \_\_\_\_\_

Other Requests: \_\_\_\_\_

**FUNDING RECEIVED FROM OTHER SOURCES:**

Source:	Amount:	<u>Rec'd</u>	<u>Applied for</u>
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\_\_\_\_\_

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\_\_\_\_\_

**DIRECTOR'S OFFICE FUNDING RECEIVED THIS YEAR:**      Yes                  No

**AMOUNT REQUESTED** \_\_\_\_\_

**REQUIRED DOCUMENTS ATTACHED:** \_\_\_\_\_

Supporting Documents (quotes for airfare, hotels, food, etc) Budget

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DIRECTOR'S OFFICE APPROVAL:

PDA Balance \$ \_\_\_\_\_

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

\_\_\_\_\_  
Dr. Edward Jurkowski, Acting Director, School of Art

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\*\* PLEASE SUBMIT APPLICATION TO BUSINESS MANAGER \*\*