



**STUDENT AFFAIRS
APPLICATION FOR USE OF FISCAL FUNDS**

INSTRUCTIONS: All budget signing authorities requiring fiscal funds must complete this form to obtain authorization in advance of utilizing any Student Affairs fiscal funds. Upon completion, this form should be submitted to **Marcia Davies, 208 Administration Building.**

SECTION 1: Identification of Unit and Department

Date: _____

Unit Name: _____

Executive Director: _____
Signature

Department: _____

Director: _____
Signature

Sub-Dept: _____

Coordinator: _____
Signature

SECTION 2: Identification of Funds Required and Initiative Details

Amount Requested: \$ _____

Date Required: _____ Expected End Date: _____

Purpose: Position Programming Operating needs

Other: _____

Details of Initiative:



SECTION 3: Comments

Supervisor initials (i.e., Executive Director or other): _____ Date: _____

approved denied

Michael Sheldon, SA Budget Officer, initials : _____ Date: _____

approved denied

Susan Gottheil, Vice-Provost (Students), initials : _____ Date: _____

approved denied

SECTION 4: Approved Applications – VPS Office Use Only

Source: _____

Details: _____