

# CHHS Request for Dean's Funds

**Amount Requested:**

**Description/ Justification of Request:**

Check at least one category:

- Travel (Employee Travel Authorization Form must be completed & approved before funds will be transferred.)
- Event Expense
- Equipment (Provide quote)
- Personnel (Student Employees)
- Grant Cost Share
- Research (Please submit a full proposal with itemized budget, justification, and outcomes)
- Misc. Other

Proposed implementation date:

Contact person:

Email:

Phone:

School or department:

**Forward completed form to department head/director for approval**

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**Department Heads/Directors only:**

Comment on Proposal/ Request:

The department commits its own funds in the amount of: \_\_\_\_\_

Funding from other source(s): \_\_\_\_\_

**Return completed form to [deirdre.greene@wku.edu](mailto:deirdre.greene@wku.edu) or deliver to AC 208**

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**Dean/Assoc. Dean's office only:**

**Approved:** \_\_\_\_\_ (Yes/ No)                      **Amount:** \_\_\_\_\_

**Budget Coordinator's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean/Assoc. Dean's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All expenditures should be within WKU financial policies: [https://www.wku.edu/policies/finance\\_administration.php](https://www.wku.edu/policies/finance_administration.php)