This form should only be completed if you are requesting funds from University College, Dean's Office. Please complete this form in its entirety and obtain a signature from your Department Head. You will be notified via e-mail if your request has been approved or disapproved. Any approved funds will be transferred to the respective departmental index. Forms can be electronically sent to teresa.oliver@wku.edu or delivered to TPH 208.

### Part II - Applicant Information

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Status:</td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>Staff</td>
</tr>
</tbody>
</table>

### Part III - Type of Request **

- [ ] Travel (Employee Travel Authorization Form must be completed & approved before funds will be transferred.)
- [ ] Event Expenses
- [ ] Equipment (Please provide quote)
- [ ] Personnel (Faculty/Staff/Student Employees)
- [ ] Grant Cost-Share
- [ ] Misc. Other

**Explanation of Request:**

**Amount Requested from the Dean's Office:**

**Funding from other sources:**

**Applicant's Signature:**

__________________________

**Date**

### Part IV - Approvals

__________________________

Department Head

__________________________

Budget Manager

__________________________

Dean

**For Dean's Office Use Only**

Date Received: ________________

Amount Funded: ________________

Funded From: ________________

Notification Date: ________________

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**Policies concerning Travel, Discretionary Spending, Personal Service Contracts and other financial matters can be viewed by going to:** [http://www.wku.edu/policies/finance_administration.php](http://www.wku.edu/policies/finance_administration.php).