



REQUEST FOR SPECIAL FUNDING

INSTRUCTIONS: Please complete and email form to BFO at facsbu@uga.edu with email subject title: RSF, Name of Dept, Brief Description, Amount. Please attach supporting documents, ie, invoice, quote, email and documents detailing the business purpose of request.

Request Date: _____ Requestor's Dept: _____ Requestor's Name: _____

Description of Request Including Justification:

Total Funds Needed: _____ Matching Funds (Yes/No): _____ Matching Fund Amount: _____

Amount Requested from the College (if different from Total Funds Needed): _____

Requestor's Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Dean Office and Business & Finance Office Use Only

Dean's Approval (Yes/No/Partial): _____ Amount Approved: _____

Dean's Signature: _____ Date: _____

Dean's Comments:

RSF # (For Tracking/Reference): _____ Source of Funding: _____

Funding Transfer To: _____

Funding Transfer From: _____

In Lieu of Transfer, Provided for Use: Speedtype: _____ OR Foundation Fund #: _____

CBO Signature: _____ Date: _____

CBO Comments: