



## REQUEST FOR SPECIAL FUNDING

### INSTRUCTIONS:

- Please complete and email form to OFHR at [facsbu@uga.edu](mailto: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: \_\_\_\_\_

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### 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 Purposes): \_\_\_\_\_ Source of Funding: \_\_\_\_\_

CBO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CBO Comments: