Faculty Member Name:			
Amount Requested:  Approximate time frame for funds use:  Please describe the request, including its strategic purpose for DUSON (attach additional documentation if needed such as a brochure, letter of invitation, etc.):			
		Signature of Faculty Requestor	Date
Approval of Division Chair	Date		
Faculty should submit requests to his/ her Division Chair. The Division notify the faculty member of the outcome. A signed copy will be return given if request is not supported.			

Include a copy of this form, if approved, with receipts submitted to the Business Office. Division Chairs should retain a copy of requests for their files.