



## APPLICATION PROCESS FOR ONE TIME SPECIAL ALLOCATION FUNDS

### Department/Office Preparer:

1. Complete the application for the one time allocation.
  - a. Enter the allocation amount for your dept./office from the allocation schedule (attached).
  - b. Describe how your dept./office will use the funds and provide the cost. If funds will be used for a variety of things, provide a cost breakdown.
  - c. Enter the SP goal or goals that the purchases will support and describe briefly how it will support the goal.
  - d. Provide the account number (s) to receive the funds for your use.
2. Route to your supervisor for approval.

### Division Dean/Manager:

1. Review proposal and cost breakdown for the following:
  - a. A high priority item (s) that will improve the program/department.
  - b. Supports the SPG and how.
  - c. The request is for a one time purchase, and does not negatively impact ongoing operational budgets.
  - d. The form is complete.
2. Approve/Disapprove as appropriate. If approved forward to the VP for approval.

### Vice President:

1. Review and approve/disapprove.
  - a. If approved, forward to the VPAS for funding.

### VPAS:

1. Log and track the proposal.
2. Transfer funds to receiving accounts.

***Departments/offices are responsible to prepare the Purchase Order Requests and initiate procurement.***



**REQUEST FOR ONE-TIME SPECIAL ALLOCATION FUNDS**

**APPLICATION**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dept./Office.: \_\_\_\_\_

Allocation Amount: \_\_\_\_\_

Proposal (Describe how the funds will be used and provide a cost break-down):

Which Strategic Planning Goal does this purchase support? \_\_\_\_\_

Describe how the proposal supports the goal:

Please provide an itemized budget and indicate funding account lines for which funds should be routed:

Division Dean/Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Vice President's Approval: \_\_\_\_\_ Date: \_\_\_\_\_