

**OFFICE OF THE ASSOCIATE DEAN FOR UNDERGRADUATE STUDIES & CGS  
REQUEST FOR DISCRETIONARY FUNDS**

Return to Maryellen Gannon ([mhg19@pitt.edu](mailto:mhg19@pitt.edu))

Please submit your request at least four weeks prior to event.

<b>Activity Date(s)</b>		<b>Requestor/Faculty Sponsor</b>	
<b>Requestor/Faculty Sponsor E-mail Address</b>		<b>Campus Phone</b>	
<b>Course Title</b>	<b>Course Number</b>	<b>Number of Undergraduate Students</b>	
<b>Description of activity and its academic value to the course or student's academic program. Attach additional supporting details. <i>Must demonstrate impact on undergraduate students.</i></b>			
<b>Academic purpose of this activity</b>			
<input type="radio"/> Faculty/undergraduate student interaction <input type="radio"/> Curricular initiative <input type="radio"/> Undergraduate student support			
<b>Faculty Designation</b> <input type="radio"/> T/TS <input type="radio"/> NTS <input type="radio"/> Other (please specify) _____			
<b>Other funding sources</b>			
Source: _____		Amount: \$ _____	
Source: _____		Amount: \$ _____	
Source: _____		Amount: \$ _____	
<b>Amount Requested from the Office of the Associate Dean</b>		<b>Budget (Attach Supporting Details)</b>	
Lodging		\$ _____	
Registration fee		\$ _____	
Tickets/Entrance fee		\$ _____	
Transportation		\$ _____	
Other (please explain): _____		\$ _____	
<b>Total requested from the Office of the Associate Dean (not including funding requested from other sources)</b>		<b>\$ _____</b>	
<b>Payment (to be completed by Department's Fiscal Manager)</b>			
Transfer funds to account number: _____			
Online JE to transfer funds: <input type="radio"/> YES <input type="radio"/> NO			
Fiscal Manager's Signature: _____		Email address: _____	
<b><i>All funds are subject to Associate Dean's approval -- Submitting a request does not guarantee funding for an event</i></b>			
Faculty Signature: _____		Chair/Director Signature: _____	
Date: _____		Date: _____	

\_\_\_\_\_  
Signature/Associate Dean's Approval

\_\_\_\_\_  
Amount Approved

\_\_\_\_\_  
Date