



Funding Commitment Request Form

Department/College/Organization Name:

Date:

Amount Requested:

Total Cost:

Type of Commitment:

☐ GA/DA

☐ Term Support

☐ Remodel

☐ Buy-Out

*Click on the appropriate type, more than one option may be selected

☐ Part-Time

☐ Travel

☐ Event

☐ *Other

*If other, please explain below:

Source of other funding and dollar amounts expected:

Describe, in detail, the activity for which funds are being requested. How will this benefit students, faculty and staff in the College of Arts and Sciences? Please include any email correspondence related to this request.

Fund/Cost Center to transfer funds:

Name of Requester:

Phone:

Chair's Signature:

Date:

****Email the completed form to coas-budget@wmich.edu****

***** DO NOT WRITE BELOW THIS LINE. DEAN'S OFFICE USE ONLY *****

Approved: ☐

Authorized Amount:

Denied: ☐

Dean's Comments (including funding source):

Dean's Signature:

Date:

****Requester will be notified by the CAS Budget Office of approval or denial via email.****