

# Request for Special Funding from AVP RISS

Date:

To: AVP of RISS

From:

cc: Jennifer Corgiat, AVP RISS office

The amount being requested: \$\_\_\_\_\_.00

Explanation of the request:

The total budget/expenditure associated with this request (staffing, supplies, etc): \$

Date expenses to be incurred:

If approved, transfer funding into expenditure account:

_____	_____	<sup>D</sup> _____	_____	_____	_____
account	fund	dept	program	class	project
6	5	6	5	5	6

\_\_\_\_\_  
Signature of the Lead or MPP

\_\_\_\_\_  
Date

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This section to be completed by OAVPRISS

Approved

Not approved

Funding provided from account:

_____	_____	<sup>D</sup> _____	_____	_____	_____
account	fund	dept	program	class	project
6	5	6	5	5	6

\_\_\_\_\_  
Signature of the AVP

\_\_\_\_\_  
Date

Budget transfer journal id \_\_\_\_\_  
Date & OAVPRISS staff initials \_\_\_\_\_

Distribution: OAVPRISS budget file (original); requesting Lead/MPP (copy) and requesting department's RISS Budget Team member (copy)