

Rudi E. Scheidt School of Music

Special Funding Request

Use this form to request the following:

- New instruments or equipment
- Repair of current University instruments or equipment (over \$250)
- Instructional Supplies (over \$50)
- Student Ensemble Travel (attach itemized budget)
- Special Event Program or Brochure
- Off-Campus Performance Venue (attach itemized budget)
- Meals

Requestor: _____ Date of Request: _____

Description of request (be as specific as possible; attach additional sheet or budget if necessary):

Estimated cost: _____
(for performance venue, is the venue cost confirmed? _____)

Date needed: _____
(for performance venue, has the date availability been confirmed? _____)

This request will be used for (check all that apply):

- _____ Student instruction
- _____ Faculty development
- _____ Student ensembles
- _____ Faculty ensembles
- _____ Guest Artist entertainment

Additional comments or information: _____

OFFICE USE ONLY:

Approved: ____ yes ____ no ____ pending funds availability

Budget to be used: _____

Date ordered: _____ Invoice paid: _____