

Request for Use of OVPR F&A Funds				
Section I: General Information				
Name of Person Requesting Funds:				Date:
Department Name:				
Amount Requested (please provide detail in Section IV below):				
Indicate grant and contracts funded during the last 3 years (provide Oracle project #'s):				
Provide discretionary account project number (upon approval, funds will be transferred to this project by OVPR):				
Section II: Proposed Use of Funds				
Describe how the funds will be used:				
Section III: Justification				
Provide information to support your request for funds:				
Section IV: Items to be Funded				
Provide detailed information about the items to be funded:				
Description	Cost	Other funding sources	Amount requested	Date funded required by
Total Amount Requested:				
Section V: Approvals				
Requestor's Signature			Date:	
Department Head's Signature:			Date:	
Section VI: OVPR Use				
OVPR Approval:			Date:	
Amount Approved:			Date Processed:	