

**OFFICE OF THE ASSOCIATE DEAN FOR UNDERGRADUATE STUDIES**  
**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</b> <i>(not including funding requested from other sources)</i>		\$ _____	
<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>			
<b>Faculty Signature:</b> _____		<b>Chair/Director Signature:</b> _____	
<b>Date:</b> _____		<b>Date:</b> _____	

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

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

\_\_\_\_\_  
 Date

(09/2022)