

**OFFICE OF THE ASSOCIATE DEAN FOR UNDERGRADUATE STUDIES
REQUEST FOR DISCRETIONARY FUNDS**

Return to Maryellen Gannon (mhg19@pitt.edu)

Please submit your request at least four weeks prior to event.

Activity Date(s)		Instructor/Faculty Sponsor	
Contact Person		Campus Address	
E-mail Address		Campus Phone	
Course Title	Course Number	Number of Students	
Description of activity and its academic value to the course or student's academic program. Attach additional supporting details.			
Academic purpose of this activity <input type="radio"/> Faculty/undergraduate student interaction <input type="radio"/> Curricular initiative <input type="radio"/> Undergraduate student support			
Other funding sources Source: _____ Amount: _____ Source: _____ Amount: _____ Source: _____ Amount: _____			
Line item request		Budget (Attach Supporting Details)	
Lodging		_____	
Registration fee		_____	
Tickets/Entrance fee		_____	
Transportation		_____	
Other (please explain)		_____	
Total requested from this office		_____	
Payment Transfer funds to _____			
<i>All funds are subject to associate dean's approval. Submitting a request does not guarantee funding for an event.</i>			
Faculty Signature: _____		Chair/Director Signature: _____	
Date: _____		Date: _____	

Signature/Associate Dean's Approval

Amount Approved

Date