

Request to Spend Distance Funds

Department _____

Fund Number _____

Amount _____ Current Account Balance _____

All of the department's instructional costs, including distance classes to be offered during the summer or Maymester, have already been covered. This request is for the use of funds from this account for:

Requesting Department Head

Date

Notes regarding account balance or pending transactions that should be considered:

Business Manager, Dean's Office

Date

APPROVED:

Dean

Date

Office of the Provost & Executive Vice President

Date