

IDAHO STATE UNIVERSITY
OFFICE OF THE PROVOST
ACADEMIC AFFAIRS ADMINISTRATION BUDGET REQUEST FORM

Academic Affairs allocates limited funds to assist academic units in fulfilling their goals and mission. Approved funding is subject to ongoing review and to elimination in the event of unforeseen budgetary reductions. Unused funding should be returned to Academic Affairs Administration.

ACADEMIC UNIT _____

CONTACT NAME & EXTENSION _____

DATE OF REQUEST _____ TIME SENSITIVE? YES _____ NO _____ IF YES, DECISION NEEDED BY _____

PURPOSE OF REQUEST _____ TOTAL AMOUNT OF REQUEST _____

STATEMENT OF NEED (attach additional info if needed)

ITEMIZED BUDGET REQUEST (please include all costs and revenues)

ACADEMIC AFFAIRS ADMINISTRATION USE ONLY:

AMOUNT APPROVED _____ AA INDEX _____ UNIT INDEX _____

TRANSFER DATE _____

NOT APPROVED _____ RATIONALE _____

DECISION PENDING _____

AVP FOR ACADEMIC AFFAIRS _____

DATE _____

UBO _____

DATE _____

PROVOST _____

DATE _____