

Request for Additional Funding – DELTA Reserves

This form is used to request one-time funding for projects or activities outside of the normal annual budget process. Submit request(s) through your Senior Management Team (SMT) member. All requests will be reviewed by the SMT prior to approval.

1. Date Submitted : DELTA Unit: DELTA Project ID:
2. Project Authorizer:
3. Briefly describe the project or activity requiring funding:
4. Does this request commit any funds beyond the current fiscal year? Yes No
If yes, please explain:
5. Explain what caused the need for additional funding (attach narrative if additional space is required):

- | | | |
|---|----|--------------------|
| 6. Amount Requested: | \$ | [sum of the below] |
| a. Personnel Costs: | | |
| i. | \$ | |
| ii. Temporary Wages | \$ | |
| iii. UTS Fee | \$ | |
| b. Operating Costs: | | |
| i. Contracted Services | \$ | |
| ii. Educational Supplies | \$ | |
| iii. Office Supplies | \$ | |
| iv. Computer Hardware/Software | \$ | |
| v. Travel | \$ | |
| vi. Printing & Binding | \$ | |
| vii. Repairs & Maintenance | \$ | |
| viii. Other Current Services (training, etc.) | \$ | |
| ix. Equipment | \$ | |
| x. Membership/Subscription | \$ | |
| xi. | \$ | |

SMT Representative Approval- Date:

Route to DELTA Business Office for review and submission to the next scheduled SMT meeting

SMT Approval: Yes No Date: