UNIVERSITY OF THE VIRGIN ISLANDS
INSTITUTIONAL ADVANCEMENT
REQUEST FOR ASSISTANCE FORM

All formal and informal requests for appropriation of funds are processed for approval through the Office of Institutional Advancement.

Fall, 2009 - Priority Deadline is October 15, 2009

Individual submitting request: _______________________________________

Date: ________________________________________

Campus organization, department, or program involved: ______________________

Contact #: _________________________________

Email Address: _________________________________

Account/Fund code number where approved funds will be deposited: (account number) (fund code) ____________________________

Brief project summary: (please provide as a separate one-page word document) ____________________________________________

Requester’s Signature: _____________________________________

Dean, Advisor or Provost’s Signature: _______________________

For IA Office use only

Request for Funds Approved/ Disapproved (circle one) by: ____________________________ (Vice President, Institutional Advancement)

Amount Approved: __________________________

Account/Fund code number where approved funds will be taken from: (account number) (fund code) ___________________________

Reason denied:

________________________________________________________________

Copies sent to:

Requester

Dean, Advisor or Provost

Director of Advancement Services and Scholarships

Accounting Office

Budget Office