

Office of Graduate Studies

Request for Funds

Revised March 2011



Required signatures: requestor(s), department head(s), and dean(s)*

X.....
Requestor/Department: [] Date

X.....
Department Head: [] Date

X.....
Dean: [] Date

Description of Request*

Subject: []

Use the space below to describe the need for funds, how funds will be spent, the benefit to Texas A&M University, dates, timelines, etc.

[Large empty text box for description of request]

Amount of Request*

Use the space below to list the total amount requested and the duration of the requested commitment (e.g. One-time, 2 years). List matching funds and amounts committed by other units.

[Large empty text box for amount of request]

Total Requested from OGS: []

Office of Graduate Studies

Comments:
.....X
OGS Designee:

*Attach extra pages if additional signatures are needed or to provide a clear explanation of request. Attach budget, project summary, or vendor bids if applicable.