









## Reporting

If your department or division has received a one-time allocation for this same request in the past two years, please include a detailed summary of how the funds were spent.

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**Academic Affairs Priority:** Approval - Chair/Director/Coordinator: \_\_\_\_\_

Approval - Dean: \_\_\_\_\_ Approval - Provost: \_\_\_\_\_

Comments: \_\_\_\_\_ Rank Request in priority order: \_\_\_\_\_

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**Student Affairs Priority:** Approval - Director/Coordinator/AAVP: \_\_\_\_\_

Approval - VPSA: \_\_\_\_\_

Comments: \_\_\_\_\_ Rank request in priority order: \_\_\_\_\_