

Texas State
Student Service Fee Request
One-Time
Funding For Fiscal Year 2021

If you have any questions regarding the procedure, please contact the Dean of Students Office at **245-2124**. If you need to exceed the given space allotted for an inquiry, please attach an additional document with your continued response.

General Application Information

Type of Request

Title of Request

Person Submitting Request

Email

Contact Person

Email

Phone Number

Division

Requesting Department

Please provide a **brief** summary of this applications purpose.

Category of Request

If "other" please specify.

By what date are funds needed? (Do not put ASAP)

Cost Center

Fund Center

IO

Total amount requested from Student Service Fee \$

Application Related Questions

Please provide a list of goals related to this request.

Please provide intended outcomes of this request. (Relate outcomes to stated goals)

Please describe the impact of your request on students/the university should it be funded by this committee.

Please describe how your request will be affected if sufficient funding is not granted by this committee.

Identify any factors that have not already been stated above which you feel would support your request.

Funding Sources and Budgetary Information

*Please see attached list of expenses.

List all other sources of alternate funding associated with this request.

Sources	Amount
College Contribution	\$
Department Contribution	\$
Other Sources	\$
Total Alternate Funding	\$

If funded by a college, please provide the college name.

If funded by a department, please provide the department name.

If funded by "other" sources, please provide the name(s) of the source(s).

Staff Salary

Please provide details on the proposed salary positions job responsibilities and scope of work.

Student Wages

Please provide the current number of student positions being funded and current wage per hour on two separate lines.

Please provide the proposed number of student positions being funded and proposed wage per hour on two separate lines.

Please provide details on the proposed student wage position job responsibilities and scope of work.

Reporting

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

Academic Affairs Priority: Approval - Chair/Director/Coordinator: _____

Approval - Dean: Approval - Provost: _____

Comments: Rank Request in priority order: _____

Student Affairs Priority: Approval - Director/Coordinator/AVP: _____

Approval - VPSA: _____

Comments: Rank request in priority order: _____