



Request for CARES Funds Form

INSTRUCTIONS:

Complete this form in its entirety to request CARES funding. Approval is contingent on the availability of funds at the time of request.

PROCESS:

1. Complete this form in its entirety and sign as the requestor.
2. Have the Division Dean and Division Vice President sign and approve the form.
3. Forward signed form to the Vice President of Administrative Services (VPAS) for review.
4. The VPAS, in cooperation with the VPSS and VPI, will determine IF FUNDING IS AVAILABLE.
5. The Requestor, Division Dean, & Division VP will be notified via email of the result.
6. Requestors must work with their Dean and receive approval BEFORE purchasing items.
7. ALL REQUESTS MUST FOLLOW THE PURCHASING/PROCUREMENT PROCESS

PRIORITIES

1. Resources and support for students to continue studies in a remote environment.
2. Employees who do not have functioning computers, software, Wi-Fi, etc., necessary to complete their job.
3. Support for hard to convert classes.

Requester: _____	Hardware: _____
Date: _____	Software: _____
Total Amount Requested: _____	Supplies: _____
Department: _____	Other: _____

Does your department have budget for this request? Y N

Is the requested item needed to complete your job? Y N

Please describe the request for CARES Funds (Please attach applicable quotes dated within 30 days of this request)

Approvals

Requester:	_____	_____	_____
	Print Name	Signature	Date
Dean:	_____	_____	_____
	Print Name	Signature	Date
Vice President:	_____	_____	_____
	Print Name	Signature	Date
VPAS:	_____	_____	_____
	Print Name	Signature	Date

FOR BUSINESS SERVICES USE ONLY

CARES Fund Source: _____ **Account Number:** _____