



WESTERN MICHIGAN UNIVERSITY

College of Arts and Sciences

Commitment Request Form

Department/College/Organization Name: [text box]

Date: [text box]

Amount Requested: [text box]

Request will be reviewed by Dean/Associate Dean's at least bi-weekly

Total Cost: [text box]

Type of Commitment: GA/DA [checkbox] Part-time [checkbox] Term Support [checkbox] Travel [checkbox] Remodel [checkbox] Event [checkbox] Buy-out [checkbox] *Other [checkbox]

*If other please explain below.

[Large empty text box for explanation]

Source of other funding and dollar amounts expected: [text box]

Please describe, in detail, the activity for which funds are being requested. How will this benefit students, faculty and staff in CAS? Please provide any email correspondence related to this request with the commitment form.

[Large empty text box for activity description]

Fund/Cost Center to transfer funds: [text box]

Table with 4 columns: Print Requester's Name, Phone, Chair's Signature, Date. Chair's Signature has a red note 'Required for consideration'.

Email the completed form to coas-budget@wmich.edu

Departments will be notified by the Budget Office of approval or denial via email.

*****Do not write below this line. Dean's office use only.*****

Approved: [checkbox] Authorized Amount: [text box] Denied: [checkbox]

Dean's Comments (including where funds should be moved from)

[Large empty text box for Dean's comments]

Table with 4 columns: Dean Signature, Date