# Request for Use of OVPR F&A Funds

## Section I: General Information

Name of Person Requesting Funds: [ ] Date: [ ]

Department Name: [ ]

Amount Requested (please provide detail in Section IV below): [ ]

Indicate grant and contracts funded during the last 3 years (provide Oracle project #’s): [ ]

Provide discretionary account project number (upon approval, funds will be transferred to this project by OVPR): [ ]

## Section II: Proposed Use of Funds

Describe how the funds will be used:

## Section III: Justification

Provide information to support your request for funds:

## Section IV: Items to be Funded

Provide detailed information about the items to be funded:

<table>
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<tr>
<th>Description</th>
<th>Cost</th>
<th>Other funding sources</th>
<th>Amount requested</th>
<th>Date funded required by</th>
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**Total Amount Requested:** [ ]

## Section V: Approvals

Requestor’s Signature: [ ] Date: [ ]

Department Head’s Signature: [ ] Date: [ ]

## Section VI: OVPR Use

OVPR Approval: [ ] Date: [ ]

Amount Approved: [ ] Date Processed: [ ]