

Architecture Department  
College-Based Fee Steering Committee  
2016-17 Allocations

### **Request for Funds**

*Each CBF Request should include this form, a 500-word description/justification, and an itemized budget and/or quote. Please upload all supporting documents to the Dropbox on the "ARCH CBF Committee" PolyLearn site.*

Request Title: \_\_\_\_\_

Request Amount: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Email: \_\_\_\_\_@calpoly.edu Date: \_\_\_\_\_

**Proposal Summary:** Please provide a brief description (limit 500 characters) of your proposal below:

**Description/Justification:** In a separate document please provide a 500-word description of your request addressing what it is, how much it costs, who it benefits and why it is important to the Department.

**Itemized Proposal Budget:** In a separate document please provide an itemized budget for your request.

For full consideration, your Description and Budget must include the following information:

- If your proposal includes a purchase, include vendor contact information and attach a price quote.
- If your proposal requires ongoing maintenance or supplies, describe these in your proposal and include their cost in your budget.
- If your proposal requires supporting furniture, wiring, peripherals, etc. describes these in your proposal and include their cost in your budget.
- If your proposal replaces or displaces existing furniture or equipment, address what becomes of it in your proposal.
- If space is required to house a purchase or support a position, indicate the amount of space (area) and proposed location(s).