

Instructions: Please complete this form and obtain the Dean/AVP's approval and [digital signature](#)¹. Include a copy of the original funding request(s) submitted at the beginning of the year as well as any other supporting reports. **Email request package to university.budget.office@sjsu.edu.** Keep a copy of forms for your department record.

I. Project Information

- a. Title of Project: _____ Commitment No.: _____
- b. Division: _____
- c. College/Department: _____ DeptID: _____
- d. Contact Person: _____ Phone: _____
- e. Year Funds Awarded: _____ Funds Awarded: \$ _____
- f. Project Priority (select one category):
- | | |
|--|------------------------|
| Student Success Services & Graduation Pathways | Academic Technology |
| 21 st Century Teaching Spaces | Retention & Graduation |
- g. Provide a justification for continuation of funds (please include status of project):

II. Authorization

Dean/AVP Signature (digital _____
signature): Dean/AVP Name (print): _____

Title: _____ Date: _____

¹ <http://www.sjsu.edu/it/training/docusign>