

COLLEGE FUNDS REQUEST

Department Chair/Director or AA should be consulted before submitting this form. They can determine if college funds are needed and the correct way to process the transfer.

You may also contact the Budget Specialist teresa.new@eku.edu

Use this form to:

- **Request a transfer of funds from the Dean's account to the department so payments can be processed at that level.**

- **Request funds for single invoices to be paid directly from the Dean's ORG.**
 - Requester is responsible for submitting the invoice in Jaggaer for payment after receiving the approval of funds.
 - If the vendor is not set up in Jaggaer, do not choose this option.

- ∅ **Do not use this form for catering or restaurant purchase requests unless you are purchasing from Aramark. (Catering & restaurant requests are submitted on the Food Request Power Form).**

When to use:

- Any time funds are needed from the Dean's office.

- If you are requesting funds that will be used in a new fiscal year, it is best to wait till the beginning of that year to submit (July 1).

How the PowerForm works:

- If the Director/Chair approves, it moves forward to the Dean.
- If Dean denies the request, everyone receives that notification.
- If Dean approves, it moves to the Budget Specialist who signs that it will be processed.
 - All parties, including the requester, receive a copy.

- Depending on the process chosen:
 - a. The Budget Specialist will transfer funds to the department ORG right away, or
 - b. pay the invoice when a Jaggaer cart is assigned at a later time.