

CAS Professional Development Program

Application for Funds

Complete the Section A and B and submit this form (along with conference attachments) electronically to Alecia Kimbrough (akimbrough@unl.edu) for circulation to the A&S Staff Council. A hard copy with signatures should also be routed to 1223 OLDH (0312).

Section A: Employee completes			
Name:		Date Requested:	
Date Needed:			
Request:			
Cost Estimate:			
Suggested Vendors:			
Documentation attached? (Y/N)			
Business Rationale for Request (How does this training relate to your job responsibilities and/or career aspirations within the Department/College?)			
How will the training benefit your unit: 'Is the training directly related to one of your job duties, or a task that will enhance your unit's operations?' Describe the task.			
Does the item requested benefit more than one staff, students, or faculty in your unit? If so, how?'			

<p>How will accountability be established: 'How will the awardee share knowledge learned and/or incorporate the new skills in current job?'</p>	
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<p>How will job functions be covered while employee is absent (if applicable)?</p>	
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Section B: Department Chair/Unit Budget Administrator Completes	
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<p>Does the Department Chair or Unit Budget Administrator approve the request (Y/N)?</p>	
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<p>Will any departmental/unit funds be allocated towards this purchase? If so, indicate amount or rationale for no unit contribution.</p>	
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<p>Department Chair/Unit Budget Administrator Signature</p>		
		Date

Section C: Committee Action			
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Action:		Date:	
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<p>Comments:</p>

Section D: Purchase Details			
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Final Cost:		Date:	
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<p>Vendor(s):</p>
