



Request for Start Up Funds

Please complete the form and send to Academic Affairs for approval

Name:

Department:

I hereby request start up funds in the amount of

\$

Description of Use

Signature

Date

I do agree and understand that any equipment purchases shall be and will remain the property of USC Upstate upon the completion of use of the equipment and after my departure from the university, also any property whether intellectual or physical that is produced or in conjunction with these funds will be the property of USC Upstate.

Department Head Approval

Date

Dean Approval

Date

Procurement Method Used
Please check one

Purchase Order	Purchasing Card	DEV	Revolving Fund Request	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date

Budget Manager for Academic Affairs

Date

Senior Vice Chancellor for Academic Affairs