A&S Supplemental Department Funds Request Form

Instructions: READ CAREFULLY

**The supplemental department funds are open to the entire constituency of the departmental GSO, adhere to all existing rules for use of departmental GSO funds, and do not exceed the funding limits stated below:**

**$100: Anthropology, Biological Sciences, Chemistry, Computer Science, Economics, English, Mathematics, Philosophy, Physics, Political Science, Psychology**

**$150: All other A&S departments**

**Departmental GSOs may opt to apply to receive their entire funding limit at once, or to apply for funds in several smaller increments.**

**Return the above to A&S GSO Administrative Assistant by email as an attachment to** **asgso.pitt@gmail.com****. Please don’t hesitate to contact the Administrative Assistant with any questions related to your reimbursement at** asgso@pitt.edu**.**

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Cost Estimate**

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| --- | --- | --- |
| Vendor | Description of Expense | Amount |
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|  |  |  |
| Total Requested |  |

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approval of A&S GSO Administrative Assistant**

PRINT Name: Michael O’Brien

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_