

## Intent to Use STTUF Funds

Submit this form to the STTUF Funds manager (Farah Rahnama) by Oct. 30, 2010 via hard copy (place in mailbox) or e-mail attachment. This form indicates the intent to use your allotment of \$250 for professional development allocated to each faculty member via MSCF contract. If enough funds are available, projects up to \$1000 may be funded entirely (Separate application is needed for each person attending the activity). **NOTE:** This form **does not** serve as an official STTUF Funds request; the official form is available in virtual office. Remember, all expenditure reports for this academic year need to be filed prior to the end of the fiscal year. Any expenditure reports using the STTUF Funds cost center after this date will not be honored.

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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

Total anticipated expense: \_\_\_\_\_