

UTF Request Form

2015

Please complete all relevant fields and turn in this form and all supporting documentation to Student Leadership (CC 1446) or email to: **Matthew.BeRoth@seattlecolleges.edu** and **Janet.Hoppe-Leonard@seattlecolleges.edu** .

Contact Information:

Applicant Name:	RESERVED FOR OFFICE USE
Applicant email:	
Applicant phone:	
Approvals: <input type="checkbox"/> Received the approval of the Dean or Department Head. <input type="checkbox"/> Received the approval of the Vice President.	

Proposal Summary:

Locations such as a classroom , conference center, etc.	Associated departments, projects, clubs, etc.
Location(s):	Association(s):
The final cost of your proposal.	When can we follow up to see how your project went?
Net Proposal Cost (\$):	Evaluation Date:

Brief description of what you would like funds for:

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How will this proposal benefit North Seattle College's students and advance the college's mission?:

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Applicant Name:

Total Cost(\$):

Fund Request Line Item Detail (print additional pages if needed):

Material items (books, t-shirts, office supplies, hardware, software, etc.):

Product Description	Per unit price (include units)	Quantity (include units)	Item Price (\$) (per unit x quantity)
1.			
2.			
3.			
4.			
5.			

Sub-Total:

Taxes:

Shipping:

Total:

Non-Material items (conference fees, travel reimbursement, installation fees, lecturers, labor, etc.):

Service Description	Per unit price (include units)	Quantity (include units)	Price (\$) (per unit x quantity)
1.			
2.			
3.			
4.			
5.			

Sub-Total:

Taxes:

Total:

Strengthen Your Proposal!

To ensure that your proposal is as strong as it can be, please include supporting documentation such as official quotes, product reviews, relevant emails, etc. We want to know how you came to the decision to do business with the service providers and producers that you chose.

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