

Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558 Fax: 408-924-1529

**Instructions:** Please complete this form and obtain the Dean/AVP's approval and [digital signature](#)<sup>1</sup>. Include a copy of the original funding request(s) submitted at the beginning of the year as well as any other supporting reports. **Email request package to [university.budget.office@sjsu.edu](mailto:university.budget.office@sjsu.edu)**. Keep a copy of forms for your department record.

### I. Project Information

a. Title of Project: _____	Commitment No.: _____
b. Division: _____	
c. College/Department: _____	DeptID: _____
d. Contact Person: _____	Phone: _____
e. Year Funds Awarded: _____	Funds Awarded: \$ _____
f. Project Priority (select one category):	
<input type="checkbox"/> Student Success Services & Graduation Pathways	<input type="checkbox"/> Academic Technology
<input type="checkbox"/> 21 <sup>st</sup> Century Teaching Spaces	<input type="checkbox"/> Retention & Graduation
g. Provide a justification for continuation of funds (please include status of project):          	

### II. Authorization

Dean/AVP Signature (digital signature): _____
Dean/AVP Name (print): _____
Title: _____ Date: _____

<sup>1</sup> <http://www.sjsu.edu/it/training/docuSign>