

## Department of Horticulture Instructional Funds Request Form

While the department does not have a specific budget line to support requests for instructional supplies/expenses each semester, it may be able to support reasonable requests throughout the year. If you are an instructor for a Horticulture course, please complete a request for funds **PRIOR** to any expenses being incurred for the class. There will not be a call from the Chair to submit these requests, and it will be up to you to request and have approval before purchases are incurred. Please submit a separate form for each class if you teach multiple courses in a year.

Use the form below to provide details regarding your request. (Please note it may be necessary to consult with the department's Budget Advisory Committee for review/approval if requests seem excessive or out of the norm.)

Instructor name:

Semester:

Course number and name:

Estimated enrollment:

Total amount requested:

Description of needed items and purpose for them in the course:

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Potential categories of expenses:

Transportation: \$

Supplies: \$

Equipment: \$

Please submit requests to Tricia ([tlcheck@wisc.edu](mailto:tlcheck@wisc.edu)) **PRIOR** to any purchases being made. Approval/denial of requests will be made within one business week of submission. Please plan ahead with your requests.