

## **Request for Funds**

TAMU-CC College of Education and Human Development  
(Last revised July 1, 2020)

Faculty members who feel that a special resource (such as computer hardware, software, equipment, etc.) would improve their research or teaching should initiate their request in writing to their department chair.

The request should be prepared using the Request for Funds Form. The form contains such information as resource description, estimated cost, and a justification of how the item would assist the individual further the College's mission.

The chair will forward the request with a recommendation to the Dean. Generally, the Dean will act on items of moderate cost. However, items of greater expense generally must meet with approval of the College's Administrative Council.