

**College of Arts and Sciences  
CLASSROOM FUND POLICY**

The Office of the Dean in the College of Arts and Sciences will allocate \$3,000 per year (funds permitting) for a Classroom Fund to cover the cost of materials which will add to the effectiveness of classroom experiences: videotapes, laserdisk, software, maps, supplies for demonstrations, etc.

Requests for these funds may be made at any time. The request form (II.D.4.2) must be completed and submitted to the Department Chair and the Office of the Dean for approval.

The maximum grant available through the Classroom Fund is \$200. Proposals with matching funds from the unit are encouraged.

July 1, 2000

**College of Arts and Sciences  
CLASSROOM FUND REQUEST FORM**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Department or Program: \_\_\_\_\_

Item(s) to be Purchased:

Purpose and Use in the Classroom:

Cost: \_\_\_\_\_

Payment

Amount requested from the Classroom Fund: \_\_\_\_\_

Amount contributed by the Department: \_\_\_\_\_

Approvals

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Account number: \_\_\_\_\_

Please send this form to the Associate Dean, College of Arts and Sciences, Ritter Hall 125.