

## BACK FILL REQUESTS

DATE:

DEPARTMENT:

BANNER MODULE:

REQUESTORS NAME AND POSITION:

In order to make sound decisions in utilizing our backfill funds, it is important to have sufficient and relevant information on each request. Below is a list of several questions to guide you in preparing the one page justification for your request. Requests should be done in writing (electronic or paper) and forwarded to Ellen Harshman ([Harshman@slu.edu](mailto:Harshman@slu.edu)) and Donna Dorl-Adams ([dorladd@slu.edu](mailto:dorladd@slu.edu)).

QUESTIONS TO CONSIDER:

1. What is the purpose of your use of backfill funding?
2. What specific tasks will be performed?
3. How will this benefit the Gateway project?
4. Why should the Gateway project pay for this backfill expense?
5. What is the duration of your request?
6. What is your total expected expenditure?