



**Student Technology Fee (STF) Allocation
 Request To Carry Forward Funds into Next Fiscal Year
 Fund 16000, Class 11600**

1. School/College/Division: _____
2. Department: _____
3. Department ID: _____ Program for IT: _____
4. Fiscal year in which STF funds were allocated: _____
5. Total amount of STF funds requested for carry forward: \$ _____
6. As a percent of department's current fiscal year STF allocation: _____

Requests exceeding 5% of unit's current fiscal year STF allocation must be approved by the Provost and VP for Finance & Administration.

Indicate how the STF carry forward funds will be used to enhance the technology-based resources that are available to students **within the first 90 days of the next fiscal year:**

If carry forward funds **cannot be used within the first 90 days of the next fiscal year**, indicate below how the amount will be used and **attach a written justification as to the reason:**

Student Worker Salaries: _____
 Software: _____
 Equipment: _____
 Other (List Expenditure): _____

Student Worker Salaries: _____
 Software: _____
 Equipment: _____
 Other (List Expenditure): _____

Sub Total: _____

Sub Total: _____

Grand Total: _____

Submitted by: _____ Date: _____

Sr. Fiscal Officer of School/College/Division Approval: _____ Date: _____

The completed form should be sent to the Accounting Department (323 Business Services Building) by the due date specified in the Controller's year end letter. **No carry forward requests will be accepted after the published due date.** Only changes to timely filed requests will be accepted after the due date.