



AWTU for the codes below must be approved by November 15th and April 15th of the prior semester.

Date of Request: _____ If late request, please provide reason:

Faculty Member Name: _____ Department/School: _____ College: _____

Semester and Year: _____ Check box if the faculty member is authorized to incur expenses (purchases or services) on behalf of this AWTU. A Conflict of Interest form will later be required, which will require a Form 700 form at the beginning and ending of the appointment.

Code Number	# of AWTU	Funding Source (unfunded, CSE, VPAA, FacDev, CO, ETC)	Amount to be reimbursed	CSE Project # (if Relevant)	Complete description of what AWTU will be used for: (Please specify the deliverable associated with the AWTU) For examples or more information, go to AWTU Codes and Definitions
Sample 22	3	Univ-Provost	\$6812	N/A	Faculty will redesign the English 130, course, so that students use iPads for lab work, rather than computer labs. Faculty will research and purchase iPads for student/lab use, charging stations for iPads, and iPads software specifically designed for this purpose (English learning). This course will be ready for Fall 2014 enrollment

 Faculty Signature Date

Department Chair Recommendation and comments to support recommendation:
 Yes - Recommend
 No - Not Recommended

 Signature Date

Chair Comments (Please be thorough):

Dean Approval or Denial and justification to support Approval or Denial:
 Yes - AWTU Request Approved
 No - AWTU Request Not Approved

 Signature Date

Dean Justification (Please be thorough):

