

REQUEST PROCEDURE

Student Development Fund & Dean Witter Fund

- 1. Requests are submitted via on-line application**
 - *Information and application links are provided on Student Affairs website*
 - *Each of the two funds has their own unique application*
- 2. Each Monday, Business Services will forward newly received requests to COSAF representative (Sheila)**
 - *Grouped by fund type*
- 3. COSAF co-chairs will include all new requests when sending meeting agendas to members**
 - *Sheila will forward new requests to the co-chairs*
- 4. New requests will be reviewed by COSAF members at the next scheduled COSAF meeting**
 - *Members will check to confirm guidelines/eligibility have been met*
- 5. Based on COSAF member input, Sheila will submit a list of approvals/denials to Business Services within 2 days following each meeting**
 - *If a request is denied, the reason(s) will be supplied to Business Services*
- 6. Business Services will contact applicant via email with Approval or Denial letter (per approved letter templates)**
 - *If request is approved, a list of items needed for reimbursement will be listed in the letter*
 - *If request is denied, reason(s) will be listed in the letter*
- 7. For approvals, Business Services will process reimbursement payment to the applicant**
 - *Once the event has taken place and all supporting documentation is received and meets the guidelines for reimbursement*
- 8. Fund balances to be provided from Business Services to COSAF upon request**
 - *May be needed to approve/deny based on available funds*