

Date:

**REQUEST TO ESTABLISH OR INCREASE
MATERIALS AND SUPPLY FEE FOR A COURSE**

College: _____ Department: _____

Contact Person: _____

Course(s) for which Fee is Proposed: _____

Amount of Current Fee: _____ Amount of Proposed Fee: _____

Fund Source for Current Materials and Supplies: _____

Total Expenses for Material and Supplies: _____

Percent of Total Expenses that Current Fee Covers: _____

Percent of Total Expenses that Proposed Fee would Cover: _____

Brief Description of the Materials and/or Supplies to be Purchased:

Justification for the Fee Request (attach additional page if necessary):

Auxiliary Oversight Budget Committee Recommendation: _____

Presidential Action:

Approved as Recommended: _____ Date _____

Approved as Modified: _____ Date _____

Not Approved: _____ Date _____