



Ad Hoc Equipment Maintenance or Expense Grant Request

Under Section 5.3B of the RAC Bylaws, Faculty may petition the RAC for ad hoc support for equipment maintenance, expenses, or repair. RAC typically provides funding to pay for up to 1/3 of the total cost of the item, with remaining support derived from the faculty and department resources. Faculty should first discuss and secure departmental support before petitioning the RAC for an Ad Hoc Grant. To apply, please complete the questions below and submit to the RAC Secretary for RAC evaluation. There is no deadline, applications are considered on a rolling basis and subject to annual availability of funds. If necessary, RAC may request more information about the request.

1. Justification for the request (5 sentence maximum):



2. Total Cost, Funding Sources, and allocation. If possible, please include vendor quote or link.

- A. Faculty contribution & source: _____
- B. Departmental contribution & source: _____
- C. RAC contribution: _____
- D. Total Cost: _____

3. Comments, Additional Information

4. Signatures

Faculty Requestor: _____

Date: _____

Department Head: _____

Date: _____