

# UW Bothell Office of Connected Learning Funding Request Form

**\*Note: All professional development funds must be spent and receipts submitted by April 30th**

Name of Requestor:

Date:

Requestor's Email:

Phone #:

Learning Community

CBLR Fellow

DECE Fellow

COIL Fellow

Purchases:

Please follow the below guidelines for reference on types of purchases covered. Check with your supervisor or with the Administrative Office Manager (Robyn Smidley) before you make any purchases to confirm the expense will be covered.

Types of expenses covered include:

- **Travel:** Submit the [Pre-Travel approval](#), and conference information to Robyn Smidley for OCL funding approval. She will then send it back to you to submit to your home school or unit. Travel arrangements and reimbursements will be done through your home school or department. For more information on travel guidelines visit the [UW Bothell Travel website](#).
- **Memberships to professional organizations or association fees not related to conference travel:** You can submit receipts with [E-reimbursement](#) form to OCL Administrative Office Manager for processing.
- **Supplies:** these are items or services that enhance teaching and learning. You can purchase supplies on your own and be reimbursed, or you can work with the OCL Administrative Office Manager (Robyn Smidley) to purchase these items.

*Example supplies: books and other curricular resources, poster prints for conferences, office supplies, or services relating to teaching and/or research. Examples of services include things such as transcription services for research, fees for publishing in open access research journals, fee for open-access publication, etc.*

- **Technology or computer software:** This can be purchased under the [Guidelines and Policies of the University](#). Any technology/software must be purchased through UW Bothell IT to ensure compatibility and entry into the equipment inventory system. Any equipment purchased is the property of the institution however, it will remain in your possession until you leave the University or no longer have a use for the item at which time return the item to the OCL.

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Supply item, travel expense, or service	Dollar Amount (including tax and shipping)	Vendor/Organization to be paid (Include link to website and/or vendor info)

Total Amount Requested:

Business Purpose:

Requestor's signature:

Date:

Approver's signature:

Date: