***SAMPLE ROUTING MEMO – ON YOUR LETTERHEAD***

DATE:

TO:

FROM:

RE: *fiscal year* Student Technology Fee Grant Proposal

This letter shall serve as the required routing sheet for the Student Technology Fee Grant Proposal for your *department/college/organization name*.

The purpose of this project is to request:

*Briefly list what you are requesting*

Total amount requested is: $*amount requested*

APPROVALS

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Grant initiator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head/Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other signatures as necessary (or not)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Vice President/Supervisor of Supervisor