 **Schulich School of Business**

 **Request for Teaching Resource Funding**

Each area and program is allocated $1,000 to spend on teaching related development materials per each budget year. The amount will not show in each area or program budget. Magda Szaki and the Senior Financial Officer, will keep track of the expenses by area or program.

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| **Teaching Resource Funding Process*** The funds are not for teaching-related expenses - they are for development materials (ie. videos, CDs, other tangible goods) that can be used by other members of an area after the original purchase.
* The amount is $1,000 per area and program, per year. There is no carry-over.
* The funds cannot be used for food or classroom incentives for the students, or any kind of hospitality or speaker gifts.
* To request funding for teaching resources:
1. *Complete the* ***Request for Teaching Resource Funding*** *form below*
2. *Obtain approval from Area Coordinator/Program Director*
3. *Obtain sign-off from Mary Waller, Director, SCTE*
4. *Submit the signed form to Magda Szaki, cc: SCTE (Teresa Back N308)*
5. *Use budget number: 632000-200-146000*
* A copy of this signed **Request for Teaching Resource Funding** form must be attached to an expense reimbursement claim (or PCard statement), along with the original receipt to support the purchase.
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***Please complete all shaded areas below***

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| **AREA** | **COURSE #** | **COURSE NAME** | **SECTION** | **TERM** |
|  |  |  |  |  |
| **Description of Teaching Resource:** |
| **Rationale for Request for Funding:** |
| **How will this teaching resource be integrated into this course?**  |
| **Cost:** |
| **Requestor:** |
| **Approvals:** |
| **Area Coordinator/Program Director** | **Director, SCTE** | **Date** |
| Name: | Name: Mary J. Waller |  |
| Signature: | Signature: |  |