

SUBMISSION TO THE FINANCE REVIEW COMMITTEE

Date Received	
FRC Number	

A submission is required when additional funds are required for one-time supplementation. This submission is to be a **summary** of the request, additional information and documentation to support the case can be attached if required. All requests are subject to the approval of the Finance Review Committee and the Vice-Chancellor.

This form is not to be used to claim costs for staff on paid parental leave or long service leave. Please refer to:
 Paid Parental Leave: <http://finance.csu.edu.au/forms/Paid-Parental-Contribution-Claim-May16.pdf>
 Long Service Leave: <http://finance.csu.edu.au/forms/LSL-Reimbursement-Dec15.pdf>

When completed and signed by the Budget Centre Manager, the submission is to be forwarded to: **Secretary, Finance Review Committee, Division of Finance** (frc@csu.edu.au)

1. Applicant

Faculty/School/Division/Department:	
Contact Person:	
Email:	Phone:

2. Funding Requested

Fund	Org	Acct	Prog	Amount Requested:	\$
		637			

3. Reason

3.1. What is the additional funding required for:
3.2. Provide a BRIEF description of what additional funds will be used for: (e.g. Activities, equipment, training) and approximate costing break-up:
3.3. Why is existing funding insufficient:
3.4. Is this request for full or partial funding? (indicate %)

4. Authorisation

Budget Centre Manager:	Date:
Printed Name:	
SUBMIT TO FINANCE	

FINANCE REVIEW COMMITTEE USE ONLY

Approved: <input type="checkbox"/>	Declined: <input type="checkbox"/>	Amount: \$
Secretary:	Journal Completed: <input type="checkbox"/>	FRC No:
Comments:		