

COVID-19 Funding Request Form

The COVID-19 Funding Request form is used to understand the description and purpose of a COVID-related expense as well as create a record of the request to use for audit purposes. Several COVID grants are being managed and, as a result, the disbursement of account numbers is the approved method of tracking the overall balance of each grant. In order to use federal funds for expenses listed on the form there must be a direct nexus to it being COVID-related. Please complete all fields and submit using the SUBMIT button. Do not assume a previously assigned account number is the same for each purchase.

Contact First & Last Name

Cost Center Manager

Cost Center Name

Cost Center Number

Description of Purchase

Choose one of the following:

One Time Expense

Ongoing Expense

Please supply the spend category you would normally use to make such a purchase

Full Vendor Name

Projected Total Cost of COVID Related Purchase
(include shipping)

Justification (Why is this a COVID Expense)

Date Submitted

For Resource Planning & Analysis Only

[CLICK HERE](#) TO ACCESS COST CENTER AND SPEND CATEGORY INFORMATION

Workday Code

Tracking No.

(assigned by RPA)

Funding Source

HEERF Reporting No.