

EMERGENCY FUNDING REQUEST
2025-26

Requested by: (Unit, Department, Division or Vice President)			Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):		
Department or Unit:	Office of Instruction			Date to Cabinet: 6.1.26
Division:				Outcome:
Vice President:	Kelly Fowler, Ph.D.	<i>Kelly M. Fowler</i>		
Budget Request(s)	Justification for Request(s)		Funding	
(List in Priority Order)	An "Emergency Funding Request" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.		Amount Requested**	Amount Approved
1.	This request for additional funding is to support our STARS for the Brass Ensemble who successfully competed to participate at the International Trombone Festival taking place July 29 - August 1, 2026. The Department is requesting \$24,000 for airfare to be purchased in FY 25/26. On July 1, using 26/27 Stars funds, the lodging fee of \$6,000 will be authorized. As of May 28, 2026, the STARS budget balance is negative by approximately \$28,751. The total requested \$52,751 and will support the Trombone Festival and Transportation fees.		\$52,751	
Account Number(s):		11200-900200-523000-000000		

An Emergency Funding Request may only be used to request one-time funds. To request ongoing funds, please refer to the *Budget Development Guide - New Resource Allocations*.

**** The amount requested should include all ancillary costs, such as sales tax, shipping fees, etc. Please provide supporting documentation such as price quotes from a vendor, a copy of a catalog, etc.**