



Academic Affairs

REQUEST FOR FACULTY SEARCH REIMBURSEMENT

Please charge all expenses associated with faculty searches to your departmental A-funds (operating). At the conclusion of your search, please complete this form and submit to provostsign@usca.edu. Please attach copies of all related transactions, as well as where the charges have posted to the General Ledger.

Date:

To: Dr. Phillip Bridgmon, Provost

From:

Position:

Candidate(s):

Search Dates:

TA #s:

Please list all expenses (attach additional sheets if necessary):

Total Request:

Account to Reimburse:

Unit

Department

Fund

Class

Account

Approvals:

Department Chair

Dean

Provost