



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 Susan Danko in the Provost Office.

Date:

To: Dr. Thayer McGahee, Interim 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