**2023-24 CAPP Adjunct Curricular Advancement Funds Request Form-**

**Purchasing**

This form is for CAPP adjunct instructors wishing to use their Curricular Advancement funds for non-travel or graduate tuition purposes. Purchases of general classroom equipment or supplies (printers, paper, notepads, etc.) and classroom/home furniture (stand-up desks, ergonomic chairs, etc.) that are not specific to your curriculum **will** **not** be supported or approved. Requests for electronics (laptops, tablets, etc.) should be clearly justified as enhancing the **specific curriculum** of your course.

Adjunct instructors are eligible to request up to $100/credit per each unique course offered per academic year, up to $300/course. If you have questions regarding your available curricular advancement funds, please contact the CAPP office via email at [CAPP@uwosh.edu](mailto:CAPP@uwosh.edu).

**DO NOT MAKE PURCHASES PRIOR TO OBTAINING REQUEST APPROVAL!**

All requests must include detailed descriptions of and justification for the intended CA funds usage, including estimated costs. Official estimates or screenshots of “shopping carts” are welcomed, but not required.

To submit your request, please complete the form below and email it to the CAPP office at [CAPP@uwosh.edu](mailto:CAPP@uwosh.edu). Once the CAPP directors and your liaison have approved your request, you will receive your response from the CAPP office via email. Do not make your purchase until you have received full approval.

Adequate receipts showing payment are due to the CAPP Office within two weeks of purchase. Receipts and invoices must be paid in full, include full and itemized cost (if applicable), and list the date and method of payment.

The deadline to submit CA funds request to the CAPP office is **Friday May 10th**. All receipts MUST be received by the CAPP office by **Friday, May 31st.**

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**Adjunct Name (Please print) Date**

**Cost incurred by**: \_\_\_ District/High School \_\_\_ Adjunct

Please provide a detailed description and justification of intended curricular advancement opportunity or purchases:

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Adjunct Signature Date

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Director Signature Date

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Liaison Signature Date