



Student Service Fee FY24 – One Time Requests

The Student Service Fee may be allocated as permitted by by [Texas Education Code 54.503](#) for the purposes of funding student services or activities that benefit students. Funding is limited, therefore budget authorities may submit a maximum 2 funding priorities for consideration by the Student Fee Allocation Committee for one time initiatives. Requests for ongoing funding will not be accepted. Submissions are due no later than 4:00 pm Friday, October 27th. The request will be evaluated for compliance with the Code and submitted for review to the Student Fee Allocation Committee.

I have read and understand the funding parameters as defined by Texas Education Code 54.503.

Form must be completed and signed by Budget Authority before being emailed to studentsuccess@uttyler.edu for submission.



Student Service Fee FY24 – One Time Requests

Cost Center: _____

Priority 1 Request

Department name: _____

Choose the funds category and type in the dollar amount of the request.

Department #: _____

Budget Authority: _____

*If the Request is for Student wages fringe will be calculated and added to the total for submission

Budget Authority Signature _____

Describe how funds will be used. (limit 500 characters)

Describe how funds will support of the University's strategic plan. (limit 600 characters)

Describe how funds will support of the department's strategic goals. (limit 600 characters)



Student Service Fee FY24 – One Time Requests

Cost Center: _____

Priority 2 Request

Department name: _____

Choose the funds category and type in the dollar amount of the request.

Department #: _____

Budget Authority: _____

*If the Request is for Student wages fringe will be calculated and added to the total for submission

Budget Authority Signature _____

Describe how funds will be used. (limit 500 characters)

Describe how funds will support of the University's strategic plan. (limit 600 characters)

Describe how funds will support of the department's strategic goals. (limit 600 characters)