

BARD

A College of the Liberal Arts and Sciences

Psychology Program

As noted in the Psychology Program Handbook, students may request funding from the Psychology Program to assist with their senior projects. To request funding, complete this form and submit it to the Psychology Program Coordinator (Lily Henry, lhenry@bard.edu) *by the end of your Senior I semester*. Be sure to review your budget request with your advisor.

SUBMIT THIS FORM AS A PDF NAMED YOURLASTNAME.BUDGETREQUEST.PDF. SEND TO LILY HENRY (LHENRY@BARD.EDU) IN AN EMAIL WITH THE SUBJECT "SENIOR FUNDS REQUEST." KEEP A COPY OFF THIS APPLICATION FOR YOUR RECORDS.

Program faculty will review all of the budget requests and make allocations based on need and available funds.

Contact Information			
<i>Name</i>		<i>Bard E-mail</i>	
<i>Project Title</i>		<i>Total Amount</i>	\$
<i>Advisor</i>			
Explanation for requested funds (briefly describe why these expenditures are necessary to your project)			
Detailed budget			
Expense type	Cost per unit/ participant	Number of units/ participants	Total cost

Grand total: \$ _____

To receive reimbursement, submit a check request form (link available at <http://www.bard.edu/budgetoffice/toolbox/>) by **May 31 of the year you graduate**. Details about how to fill it in follow:

Bard College Check Request



VENDOR NO. _____

VENDOR NAME **Your name here** _____

ADDRESS **Your mailing address** _____

REQUISITION NO. _____

DATE _____

DEPARTMENT **Psychology** _____

ACCOUNT NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
	Fill this in, leave account number blank				

	TOTAL	
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REQUISITIONED BY **Your name** _____

APPROVED BY _____