



# UNIVERSITY OF GEORGIA

## Franklin College of Arts and Sciences

### Buyout Request Form

Please refer to Franklin College Buyout Policies prior to submitting this form:  
<http://franklin.uga.edu/content/policies-and-procedures>

Name: \_\_\_\_\_ Annual Salary: \_\_\_\_\_ **Payroll** Academic Monthly  
Department: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_  
Submitted by: \_\_\_\_\_

### Instructional Buyout Request

Source of Funding: \_\_\_\_\_

Course(s): _____	F	S	RTU needed:	Yes	No
_____	F	S	RTU needed:	Yes	No
_____	F	S	RTU needed:	Yes	No

#### Grant Funded Buyouts

10% of annual rate: \_\_\_\_\_  
Number of courses: \_\_\_\_\_  
Total buyout request: \_\_\_\_\_

#### Internal Buyouts

FY18 buyout rate: **\$6,000**  
Number of courses: \_\_\_\_\_  
Total buyout request: \_\_\_\_\_

### Research Buyout Request

Buyout amount: _____	F	S	Return departmental funds to:
Account number: _____			Account number: _____
Account name: _____			Object code: _____

Buyout amount: _____	F	S	Return departmental funds to:
Account number: _____			Account number: _____
Account name: _____			Object code: _____

#### Approvals

#### **Budget Office Use Only**

Annual Salary: \_\_\_\_\_  
Buyout Amount: \_\_\_\_\_  
20% to FC: \_\_\_\_\_  
\$ to FCSIB: \_\_\_\_\_  
Return to Dept: \_\_\_\_\_

Department Head: \_\_\_\_\_  
Associate Dean for Division: \_\_\_\_\_  
Associate Dean for Instruction: \_\_\_\_\_  
if replacement teaching is requested  
Budget Office: \_\_\_\_\_