



💡 **Pro Tip:** Keep the form *brief*. It should be no more than two pages. If your supervisor needs additional background documentation, they can ask for it.

RECOMMENDATION			
Recommended by		Date Recommended	
Recommendation			
Approved by		Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BACKGROUND			

RATIONALE Here's why I am making this recommendation:

PROJECT PLANNING

Potential Return

Anticipated Cost