

REQUEST FOR FUNDS SECTION 1

06/11/2010 V02

Requestor _____		(On completion send to Budget Representative for review and approval) (Sales tax is not reimbursed)	Request Date
Need Date _____			
Budget Rep	Purchase Category	Items to purchase / Vendor (if known)	Estimated Amount
1st Budget Rep Email _____		Sub-Total	\$0.00
** If you do not find a category, explain what is needed in "Notes" at the end of the form		Shipping/Handling	
		Total	\$0.00

BUDGET REP WORKSHEET & APPROVAL SECTION 2

Budget Category _____		(on completion return to requestor for purchase)		
Request \$ _____			Budget Representative	Sign Above
Budget \$ _____	\$0.00		Approve (Yes / No)	
Spent YTD \$ _____			Review Date	
This Request's % of Remaining Budget			Email Address	
Budget - Spent YTD _____	\$0.00	Requests > \$500, > 50% of remaining budget, or over budget go to		
Request / Remains _____	0.00%		Treasurer	Sign Above
Save Est % _____			Approve (Yes / No)	
Save Act % _____			Review Date	

REIMBURSEMENT AND APPROVAL SECTION 3

Purchase Date _____	(Send to Budget Rep for final signature and forward to Finance)	
Purchased By _____		Budget Representative
Make Check Payable To Address, City, State, Zip _____	Provide original receipts or scanned copies to Budget Representative	Date Sent to Finance

Due Date	Payment Category	Vendor Name and Description of purchased items	Amount
Enter Shipping/Handling as separate line items			Total
			\$0.00

Document Number FINANCE PAYMENT / DATA ENTRY SECTION 4

Bill Pay CF _____	A hardcopy or scanned copy of receipts must be in the office before payment is made	Paid By Init/Date
Manual _____		Notes
Debit _____		Entered By Init/Date
EFT _____		