

Funding Request Form

Date Submitted _____ Committee Chair's signature _____ If amount requested is \$1000 or greater, President, Vice President or Secretary's Signature required _____ Check number, date & amount (Treasurer completes this info.)	
Amount Requested: \$	Name of person making request:
Event Name & Date	
Name and address of the payee:	
Should the check be mailed to address above or brought to the next club meeting? If not specified, check will be mailed.	

Rationale/accounts to be charged for this expense

Please attach any and all receipts to this completed form before submission to Treasurer. Legible requests will be considered. Illegible requests will be returned. Thank you!