 Fund Request Form

(To be submitted to Board of Directors for approval at Board meeting prior to funding)

|  |  |  |  |
| --- | --- | --- | --- |
| Request Date: |  | | |
| Fund Request purposeProject Name: | Project  Expense | | |
| COMPLETE THIS SECTION FOR AVENUE OF SERVICE PROJECTSrequires: Member Volunteers Funds | | | YES NO YES NO |
| If volunteers needed, estimated number and date of work party: | | |  |
| Name of PAUR Member(s) Requesting Funds: | | |  |
| PAUR Board Member(s) Responsible for Project Oversight: | | |  |
|  | | | |
| Contact Information on Institution & Person with On-Site Responsibility: | | | |
| Description of Project – (includes timetable for feedback to PAUR Board): | | | |
| Benefits of Project to Community, Recipients & PAUR: | | | |
| TOTAL COST OF PROJECT: | | | $ |
| ALL FUND REQUESTED: | | | $ |
| Check made Payable to: | |  | |
| Complete Mailing Address: | |  | |
| Approved at Committee Meeting dated (if applicable) | |  | |

Budget to be Charged:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Youth |  | Community |  | International |
|  |  |  | Vocational |  | President’s Fund |  | Social |
|  |  |  | Club Operations |  |  |  | Other: |

*If known*

Funding Source(s) / Amount(s):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | PAUR Club Funds | $ |  |
|  |  |  | 5170 DDF Grant | $ |  |
|  |  |  | DAF Fund for the Future | $ |  |
|  |  |  |  |  |  |
|  |  |  | 5170 Foundation Account (charged to) | $ |  |
|  |  |  | El Salvador |  |  |
|  |  |  | Community |  |  |
|  |  |  | Youth |  |  |
|  |  |  | Fundraising proceeds |  |  |
|  |  |  | President’s Club |  |  |
|  |  |  | Other |  |  |

**COMPLETE THIS SECTION FOR EXPENSE REIMBURSEMENT**

**Itemized Receipts Attached FOR Expense Reimbursement (if applicable):**

|  |  |  |
| --- | --- | --- |
| Date | Vendor /Purpose | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** | **$** |

(To be completed at PAUR Board Meeting)

Amount Allocated for Project $ BOD Approval Date

Bank Account to be Charged

Date Funds Disbursed Check #

**APPROVED:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| President |  | Treasurer |  | Service Chair |