 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 PROJECTS requires: 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 |