

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
Ist 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	Sign Above
Make Check Payable To Address, City, State, Zip	<u>Provide original receipts or scanned copies to Budget Representative</u>		
		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 _____	<u>A hardcopy or scanned copy of receipts must be in the office before payment is made</u>	Paid By Init/Date
Manual _____		Notes
Debit _____		Entered By Init/Date
EFT _____		