



One-Time Funding Request Form

Requestor: _____

(Can include individuals, standing committees, working groups, etc.)

Date requested: _____

Amount requested: _____

Please indicate type of request:

_____ **Routine Business**

- If under \$200, please indicate which officer approved the expense: _____
- If over \$200, please indicate date request was submitted to President for Executive Council approval: _____

_____ **Special projects**

- If under \$100, please indicate which officer approved the expense: _____
- If over \$100, please indicate date request was submitted to President for Executive Council approval: _____

_____ **Emergency Funding**

- If under \$500, please indicate date request was submitted to President for Board approval: _____
- If over \$500, please indicate date request was submitted to President for Executive Council approval: _____

Rationale for request:

Receipts provided:

(please describe)

FOR TREASURER'S USE

Date received: _____

Date accompanying receipts received: _____

Date approved by officer/Council: _____

Date paid: _____

Check number: _____