

JMBC Request Form for Funding Over \$300

Please Print

Event/Activity Funds Are For: _____

Event/Activity Dates: From ____/____/____ **To** ____/____/____
MM DD YYYY MM DD YYYY

Funds Needed By: ____/____/____
MM DD YYYY

Notify of Approval/Disapproval By: ____/____/____
MM DD YYYY

Requested By: _____ **Phone #:** (____) ____--____

Itemize Details of Need (use back for additional items):

Item Description	Amount
TOTAL AMOUNT REQUESTED	

For Office Use Only

Approved *Disapproved* *By* *Budget Cmte* *Administrator* *Date:* ____/____/____
MM DD YYYY

Signature of Approval: _____

Reason if Disapproved: _____

Funds Used: Account #: _____ *Account Title:* _____

Credit Card *Check (# _____)* *Date of Purchase/Check:* ____/____/____
MM DD YYYY

PO #: _____ *PO Date:* ____/____/____
MM DD YYYY