

JMBC Request Form for Funding Over \$100

Please Print

Event/Activity Funds Are For: _____

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

Funds Needed By: ____/____/____ **Fund Acct #:** _____
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