

Walters State Community College Foundation Request for Foundation Funds

Please complete PRIOR to incurring any expense.

1. The Request for Foundation Funds form is required to receive approval for Foundation expenditures.
2. Please complete all items below and print or save as a pdf. The preferred method of routing is through DocuSign. Please use this option whenever possible.
3. Attach appropriate documentation and route for signatures. If routing through DocuSign, please add Darla Kitts and Melanie Sheaf to the end of the signing order to receive a copy. If routing through campus mail, please insure that all signatures are obtained prior to it being received by the Walters State Foundation/Office of College Advancement. If you have any questions, please call 423.585.2629.

Request Details

Date Funds Needed		Current Date		Amount of Request	
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Vendor Information

Vendor Name		Banner ID <i>(Required)</i>	
Address			
City		State	Zip Code

Description of Expenditure

Description of Expenditure		Date of Event or Service	
Benefit to the College			

Food Expense Approval (If Needed)

Names or Description of Attendees	
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Signature – Funds Requested By _____
Date

Signature – Division VP _____
Date

Signature – Dr. Miksa, College President _____
Date

Signature – Dr. Mark Hurst, Foundation Treasurer _____
Date

Forward completed form, including all signatures, to Foundation for processing.