

Walters State Community College Foundation Request for Foundation Funds

Please complete PRIOR to purchase/order. **Completion of this form is not guaranteed approval of funding.**
 Please wait for approved form before incurring any expense.

1. The Request for Foundation Funds form is required to receive approval for Foundation expenditures. Please complete ALL items below and route via DocuSign. The Banner ID is required. Be sure to include any supporting documentation.
2. If a Foundation purchase order is required, please check the box below. Note that this is different from a SciQuest purchase order. If you have any questions, please contact College Advancement at 423-585-2629.

Request Details

Date Funds Needed		Current Date		Amount of Request	
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Vendor Information

Vendor Name		Banner ID (Required)	
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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Requires a Foundation purchase order

_____ Signature — Funds Requested By	_____ Date
_____ Signature — Division Vice President	_____ Date
_____ Signature — Dr. Mark Hurst, Foundation Treasurer	_____ Date
_____ Signature — Dr. Tony Miksa, College President	_____ Date

Assigned FOAP(s):	(Foundation use only)	Kelly Bowen (Int.)
	_____ - _____ - _____ - _____	_____
	_____ - _____ - _____ - _____	_____

Receives a copy:
 Chris Cates, Assistant Vice President, College Advancement
 Melanie Sheaf, College Advancement