

**Special Request Funding Form**

- For funding individual, group, or departmental requests
- Fill out the form **completely**
- Attach all supporting documentation to substantiate the request
- Obtain *Administration Approval*
- Place in PFC box for consideration. You are encouraged to present your request at the next PFC meeting

Requested by: _____	Date: _____
Make check payable to: _____	Date: _____
_____ Mail to address below	_____ Place in my staff mailbox
Mailing Address: _____	
City, State, Zip: _____	Phone: _____
Authorized by: _____ (Administration)	Date: _____

Describe the reason for the request including students served, benefit to students, etc. **We are prohibited from funding salary related items such as substitute fees:**

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**Total Amount Requested:** \$ \_\_\_\_\_ **Signature:** \_\_\_\_\_

**For PFC use:**

Date: _____	Request <b>Granted</b> in the amount of \$ _____	Check # _____
_____ Request <b>Denied</b> for the following reason(s): _____		
_____		
_____		