

HOSTING (Vending) FUNDS REQUEST

REQUESTER: _____

Note: Approval must be given by the appropriate VP's office before actual expenditures are made. Once approval has been given, complete this form and forward to the VP's office for processing.

DATE: _____

Date of expenditure: _____ Purpose: _____

TOTAL FUNDS: _____

Check made payable to: _____

BUDGET:

ADMIN/FINANCE _____ <ul style="list-style-type: none"> • College Athletics _____ • Recruiting _____ 	STUDENT SERVICES _____ <ul style="list-style-type: none"> • New Student Orientation _____
COLLEGE RELATIONS _____	INSTITUTIONAL RESEARCH _____
INSTRUCTION _____	LCCF/DEVELOPMENT _____ <ul style="list-style-type: none"> • Classified Employee of the Year Award _____ • Exempt Employee of the Year Award _____ • Faculty Employee of the Year Award _____
PRESIDENT'S OFFICE _____ <ul style="list-style-type: none"> • Staff Development _____ • Campaign _____ • International Program _____ 	HUMAN RESOURCES _____ <ul style="list-style-type: none"> • Flowers _____ • Wellness Committee _____ • Gift Classified Employee of the Year _____ • Gift Exempt Employee of the Year _____
EVENTS <ul style="list-style-type: none"> • Fall Reception _____ • Spring Reception _____ • Employee Recognition Breakfast _____ • Faculty Appreciation Breakfast _____ • GED/HSC Graduation _____ • Outstanding Student Awards _____ • Commencement Reception _____ • All-Staff BBQ _____ • Staff Holiday Party _____ 	

APPROVAL

Ordered by

Date

Vice President

Date

President

Date

Foundation Director

Date

PLEASE ATTACH RECEIPTS

updated 11-14-16