

## WCSU FOUNDATION FUNDING REQUEST FORM

**This form is to be used when requesting the use of ANY WCSU Foundation Funds (excluding individual program funds)  
Request for use of funds, as well as reimbursement request from these funds will be DENIED without prior completion of this form.  
Requests will be confirmed or denied within 2 weeks of receiving funding request form.**

Date Submitted: \_\_\_\_\_

Requestors Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Requested Fund Disbursement Date: \_\_\_\_\_

Requested Fund Name to be used: \_\_\_\_\_

**A.** Description of business/activity/event and specific student involvement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B.** Please describe the purpose, including expected results \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C.** Itemized Budget for business/activity/event (If travel,TA's must be attached) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D.** Other Funding Sources Requested: (i.e. Operating Budget,AAUP,Grants,SGA,Honors) \_\_\_\_\_

\_\_\_\_\_

**E.** Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Provost: \_\_\_\_\_ Date: \_\_\_\_\_

*Applicants that receive funding agree to provide recognition and attribution to the WCSU Foundation as well as the specific funders name in all press releases, publication and other modes of communication.*

Send Completed Funding Request to:  
WCSU Foundation/Maria Veilleux ([veilleuxm@wcsu.edu](mailto:veilleuxm@wcsu.edu))

### INTERNAL USE ONLY

Approved

Denied

Foundation Business Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Fund Name: \_\_\_\_\_

### PROCEDURES on Requesting Endowment Funds from Foundation

1. Prior to planning any events or requesting any expenditures using any funds, pre-approval by the Business Manager of the Foundation must be obtained using the WCSU Foundation Funding Request Form.
2. **No** funding will be honored unless this form has been approved prior to request.
3. If you are unsure of the fund name from which funds are being requested, please contact Maria Veilleux (78479) for advisement.
4. This request will be reviewed within 2 weeks after receiving completed request.
5. You will be advised via email of the disposition of your request.
6. If your request has been approved you will then need to complete and submit all required paperwork with original invoices and receipts. No copies or credit card statements will be accepted.
7. If funds are used to support an event, there must be recognition and attribution to the WCSU Foundation as well as the specific funder's name.
8. No areas of this form should be left blank.

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**A.** The description of business should advise, whether this is an event, conference or other. If it involves students this should be noted here as well.

**B.** The purpose and results should be detailed

**C.** It is mandatory that an itemized budget be attached. If using at TA please attach, this will act as your budget. No additions to TA will be reimbursable.

**D.** If you are using another source to fund a portion of request please advise the name and amount.

**E.** All forms must have Dean's or V.P.'s signature as well as the Provosts.