

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.** Please submit form and all supporting documentation via DocuSign. **Be sure to apply the template to the form to include all routing, some of which is not visible.**
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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Financial Information (Foundation Use Only)

		(Assigned FOAP(s))		Receives a copy:	
Requires a Foundation Purchase Order	_____ - _____ - _____ - _____	_____		Foundation@ws.edu	
	_____ - _____ - _____ - _____	_____			

 Signature — Funds Requested By Date

 Signature — Foundation Treasurer Date

 Signature — Vice President Date

 Signature — College President Date

 Signature — College Advancement Representative Date

 Signature — WSCC Foundation President Date