

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 | |
|-------------------|--|--------------|--|-------------------|--|

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 | |
|-----------------------------------|--|

Financial Information (Foundation Use Only)

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

Signature — Funds Requested By

Date

Signature — College Advancement Representative

Date

Signature — Foundation Treasurer

Date

Signature — WSCC Foundation President

Date