Yavapai College Foundation – Financial Forms Instructions

Request for Foundation Funds Proposal Form

This form is used when a department or individual instructor or dean wants the Foundation to support a specific project, initiative or expense using funds or resources the Foundation has available. This is a case statement that will explain a new activity or project to the Foundation and why it should be supported.

Example: A director requests funds to pay for a new piece of equipment that is needed for students but has not been budgeted.

Foundation Fund Transfer Request Form

This form is used when an individual or department is requesting the Foundation to transfer funds out of a specific, existing YCF restricted fund to their YC program budget.

Example: A director requests a transfer of $10,000 from their restricted YCF account to their program account.

Foundation Purchase Request Form

This form is used when an individual or department is requesting the Foundation to purchase items not covered by the YC budget.

Example: A director requests the Foundation to purchase five gift cards for giveaway items at a student recruiting event.

Foundation Purchase Request

YCF
Yavapai College
Foundation

Date:

Requested by: e-mail   Phone:

Funds from which payment is to be made (i.e. Wine/Dine, FEC, Unrestricted, etc.):

Amount of Expenditure:

(•) Not budgeted - new priority
( ) Budgeted and funds available

How is this to be purchased:

(•) Foundation to purchase with p-card
( ) I personally paid for this - requesting reimbursement
( ) I will submit request to vendor

Purpose of Expenditure (Itemize below if applicable):

Description	Qty	Expected Cost	Comment

If not a credit card purchase, please select from the following:

Vendor will invoice

Check Needed (route *approved* copy to J. Welch)

Check payable to:

Address:

City, ST, Zip:

Do Not Use - Foundation Accounting Use Only:

[ ] - [ ] - [ ] - [ ]

Signatures Required:

Requester: Date

Requester's Budget Mgr.   Date

Foundation Exec. Dir.   Date

PRINT FORM