

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.



Request for Foundation Funds Proposal Form

FORM SUBMISSION PROCEDURE:

1. Type your responses in the spaces below.
 2. Print and sign form.
 3. Scan and email to *mary.talosi@yc.edu*
- or
4. send to Mary Talosi at YC Foundation via inter-office mail.

Requestor Information:

Name of Project: _____ Date: _____

Name of Requestor: _____

Requestor Title: _____

Requestor Phone #: _____

Requestor Email: _____

Proposal Details:

Please provide a summary of your project along with an itemized budget request. Please also include information about measuring the success of this endeavor, if applicable. *You may attach additional pages as necessary.*

Amount Requested: _____

**I acknowledge that the money requested will be used in the manner described above, and that a Report on Results will be submitted to email listed above within one month after funds are used.*

Requestor Signature: _____ Date: _____

Appropriate Dean/VP Signature: _____ Date: _____

INTERNAL USE ONLY

Approval: _____ Date: _____

Executive Director, YC Foundation _____ Date: _____

FOAP: _____