

## **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 Funds Transfer Request



1100 E. Sheldon Street  
Prescott, AZ 86301  
Phone: 928-776-2025  
Fax: 928-776-2009  
www.yc.edu/ycf

Date:

Requested by:

e-mail

Phone:

Funds from which payment is to be made (i.e. Athletics, FEC, FOFEC, FoSWC etc.) :

FOAP to receive funds:  -  -  -

Amount of Disbursement:

Purpose of Disbursement:

Do Not complete this section - Foundation Use Only

Fund Accounting:  -  -  -

Notes

## Signatures Required:

Requester:  Date

Requester's Budget Mgr.  Date

Foundation Budget Mgr.  Date

**PRINT FORM**