

HOSTING (Vending) FUNDS REQUEST

REQUESTER: _____

Note: Approval must be given by the appropriate VP's office before actual expenditures are made. Once approval has been given, complete this form and forward to the VP's office for processing.

DATE: _____

Date of expenditure: _____ **Purpose:** _____

TOTAL FUNDS: _____

Check made payable to: _____

BUDGET:

ADMIN/FINANCE <ul style="list-style-type: none"> • College Athletics • Recruiting 	STUDENT SERVICES <ul style="list-style-type: none"> • New Student Orientation • International Program
COLLEGE RELATIONS	INSTITUTIONAL RESEARCH
INSTRUCTION	PRESIDENT'S OFFICE <ul style="list-style-type: none"> • Staff Development • Campaign • Donor Relations
HUMAN RESOURCES <ul style="list-style-type: none"> • Flowers • Gift Classified Employee of the Year • Gift Exempt Employee of the Year 	LCCF/DEVELOPMENT <ul style="list-style-type: none"> • Classified Employee of the Year Award • Exempt Employee of the Year Award • Faculty Employee of the Year Award
EVENTS <ul style="list-style-type: none"> • Fall Reception • Spring Reception • Employee Recognition Breakfast • Faculty Appreciation Breakfast • GED/HSC Graduation • Outstanding Student Awards • Commencement Reception • All-Staff BBQ • Staff Holiday Party 	

APPROVAL

Ordered by

Date

Vice President

Date

President

Date

Foundation Director

Date