

## REQUEST FOR FOUNDATION FUNDS

The Crafton Hills College Foundation requires that ALL requests for disbursement of funds be documented on this form, signed and submitted by the approved Account Manager and accompanied by an invoice or original receipts not to exceed the approved amount. This applies to payment for goods or services, or reimbursements to vendors, faculty, or staff of Crafton Hills College for approved functions.

DEPARTMENT: \_\_\_\_\_ ACCOUNT NUMBER : \_\_\_\_\_

EVENT OR ACTIVITY: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

DATE OF EXPENSE: \_\_\_\_\_ AMOUNT REQUESTED: \$ \_\_\_\_\_

**TYPE OF EXPENSE:**

SUPPLIES: \$ \_\_\_\_\_  FOOD: \$ \_\_\_\_\_  CONFERENCE: \$ \_\_\_\_\_

TRAVEL: \$ \_\_\_\_\_  EQUIPMENT: \$ \_\_\_\_\_  PROMOTION/MARKETING: \$ \_\_\_\_\_

OTHER: \$ \_\_\_\_\_ / \_\_\_\_\_  
(DESCRIBE TYPE OF EXPENSE)

MAKE CHECK PAYABLE TO: \_\_\_\_\_

MAIL TO: \_\_\_\_\_

OR NOTIFY ME WHEN THE CHECK IS READY, AND I WILL PICK UP THE CHECK FROM THE FOUNDATION OFFICE:

CALL: \_\_\_\_\_  E-MAIL: \_\_\_\_\_

The CHC Foundation is a non-profit tax-exempt corporation organized under the laws of the state of California and Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. By signing this form, the requestor agrees to utilize all funds in such a way as to never endanger the Foundation's exempt status as determined by the Internal Revenue Service code governing 501(c)(3) public charities.

NAME OF REQUESTOR: \_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RETURN TO: Michelle Riggs, *Director of Community Relations and Resource Development*  
11711 Sand Canyon Road - CTB 209, Yucaipa, California 92399-1799

**FOR OFFICE USE ONLY:**

APPROVED AMOUNT: \$ \_\_\_\_\_ FUND BALANCE: \$ \_\_\_\_\_ AS OF: \_\_\_\_\_

ACCOUNTING CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

For additional information or questions,  
Please Contact:  
Michelle Riggs  
mriggs@craftonhills.edu or 909.389.3391

