

## REQUEST FOR PRESIDENTIAL SCHOLARS FUNDING

Funding requests may be submitted as soon as the Educational Plan is approved.

All requests for use of program stipends (\$600 per student) are due to your Presidential Scholar Advisor, but we hope that you'll submit this form earlier. If you have expenditures and purchases in the spring semester, you must resubmit this form with the approval from your Presidential Scholar Advisor.

Your request for funds must come attached to this cover sheet. A simple letter to your Advisor with an explanation about your request is an acceptable format.

You are responsible for ensuring that the policies for use of funds detailed on the back of this form are followed. This program is funded completely by gifts from alumni, faculty and friends of the College and, thus, expenditures are subject to strict accounting standards. Before making purchases, please check with Bonnie Lawrence. Some funding requests may be made directly through the college.

Your funding request should:

1. Be submitted in writing
2. Have appropriate documentation (proof of costs, etc.)
3. Be directly tied to your educational plan
4. Be approved and signed by your Pres. Scholar Advisor

SCHOLARS NAME: \_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_

AMOUNT REQUESTED:\$ \_\_\_\_\_

APPROVAL OF CAMPUS ADVISOR: \_\_\_\_\_

APPROVAL OF STEERING COMMITTEE: \_\_\_\_\_