

REQUEST FOR PRESIDENTIAL SCHOLARS FUNDING

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

All requests for use of program stipends must be approved by Dr. Baker and be directly related to and necessary for your project. Often, you can do this by e-mail. Receipts are absolutely required, including gas and food receipts, airline tickets, conference fees, purchases online, etc. Online receipts can be forwarded to your PS advisor. If your request will be billed directly to PS from the college, such as mileage from an Automobile Request or copies/flyers/banners through Central Printing, you must get an estimated cost (Bonnie could help with this). Once they are approved, the advisor will send them to Bonnie Lawrence.

Generally, if a receipt is given to Bonnie by Friday morning, your reimbursement check may be received by the following week (This also depends on Dr. Baker's availability to sign the Check Request before the deadline to submit requests. We suggest that you begin this process before Friday.)

Name: _____

AMOUNT REQUESTED: \$_____

APPROVAL: _____

EXPLANATION: