



Morgan CARES Community Award Recipient- Funding Request Form

<u>Project Title:</u>	<u>Date:</u>
<u>Primary Contact Name:</u>	<u>Phone:</u>

Nature of Request (Select one):

- | | |
|--|--|
| <input type="checkbox"/> To pay a bill or invoice | <input type="checkbox"/> Reimbursement |
| <input type="checkbox"/> To request an online purchase | <input type="checkbox"/> Stipend/Wages |

Payment Information:

<u>Make Check Payable To:</u>	
<u>Mailing Address:</u>	

Purchase Details:

Vendor/Justification	Details of Purchase	Amount
TOTAL		

Submitted by: _____

Role: _____

Phone: _____

Email: _____



Please refer to the following guidelines when submitting requests. Incomplete requests may result in delayed processing and payments.

Type of Request	Guidelines
Bills & Invoices	<ul style="list-style-type: none"> Submit bill or invoice along with completed request form Submit within two weeks of payment due date
Online Purchases	<ul style="list-style-type: none"> Provide 1) online link where item is to be purchased, 2) quantity needed, and 3) delivery address via email along with request Submit ahead of time, allowing one week for processing, and additional time considering estimated delivery date
Reimbursements	<ul style="list-style-type: none"> Submit proof of purchase, and/or receipts along with request form Please Note: Reimbursements will be provided for approved expenses. Reimbursements not included on the list of approved expenses will require prior approval in order to be eligible for reimbursement. Must be submitted by 2pm Wednesday, for payment to be sent the following week
Stipends and other Wages	<ul style="list-style-type: none"> Include justification for service or payment in the "Vendor" section of request form Submit a w9 tax form for the person receiving payment, along with completed request form Must be submitted by 2pm Wednesday, for payment to be sent the following week

Expense Justification Categories	
<ul style="list-style-type: none"> Stipend (or Wages) Travel/Transportation Materials/Supplies Postage/Courier Other (<i>describe in space provided below</i>) 	<ul style="list-style-type: none"> Equipment Food/Refreshments Incentives Printing/Reproduction

Please use the space below to provide any notes or comments regarding this request.