



## REQUEST FOR FUNDS

All sections of this report must be completed and the request submitted at least two days prior to the monthly YHPE Board Meeting. Board Meetings are typically held on the first Thursday of each month.

Requests are not guarantees of payment.

Approved funding will be paid out after the monthly YHPE Board Meeting.

All requests for reimbursement must include a copy of receipts. All request for purchase, must include a copy of bid/proof of expected expense.

Please submit all request forms to Beth Macho ([bmacho@eyhbc.org](mailto:bmacho@eyhbc.org)) or Troy Hanson ([thanson@eyhbc.org](mailto:thanson@eyhbc.org)).

**Date of Request:**

**Funding Recipient:**

**Recipient Contact Information:**

Name:

Address:

Telephone Number:

E-Mail Address:

**Details of Request:** Please give a detailed description.

**Person Completing Form:**

Name:

Telephone Number:

E-Mail Address:

**Amount Requested:**

**Funding Type: Reimbursement/Grant/Purchase:**

**Date Funds Needed:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Board Initials \_\_\_\_\_