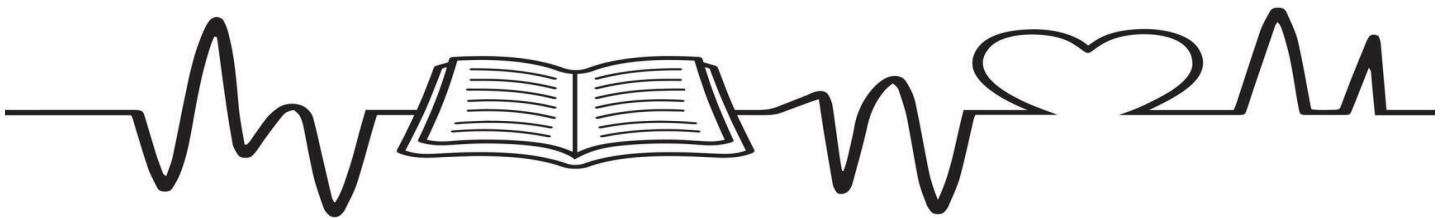


Funding Request Form

The Friends of the Laingsburg Public Library help from time to time with special events and items that are needed to help with the Laingsburg Public Library. We ask that if you are requesting funding for an item or event that you please fill out this form. When we have our regular board meeting we will then discuss the funding request and we will let you know. If you are needing funding earlier then when our meeting is then please fill out form a month early so that we can respond quickly to your request. We understand that things happen from time to time but this will give us the time that will be needed. Thank you for your corporation!

Name of Requesting Person:
Phone:
Email:
Date form filled out:
Date Item due by:
Brief Description of what is being requested:
<input type="checkbox"/> Did Requesting Person provide Quotes or Invoice? Yes No
<input type="checkbox"/> How does funding request need to be paid by? Cash Check Online
<input type="checkbox"/> Was funding request approved by the board? Yes No
<input type="checkbox"/> Date Funding Request was approved:
Signatures of Approval
<i>President:</i> _____ <i>Treasurer:</i> _____
<i>Vice President:</i> _____



For Office Use Only!

☐ Paid Cash: _____

☐ Paid Check # _____

☐ Date Recorded in Program: _____ Date Received: _____ Received By: _____

☐ Payment Sent / Done Date to Treasurer: _____ Treasurer Signature: _____