

**REQUEST for FUNDS**

Updated 1/14/2015

**Today’s Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Name:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Check One: Book:** \_\_\_\_\_ **Seminar:** \_\_\_\_\_\_

**Name of Course/Seminar:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Books and other materials needed: Price $:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Dates of Course/Seminar:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:**

**UMaine?:** \_\_\_\_\_\_\_\_\_ **Other?/Where?:** \_\_\_\_\_\_\_\_\_\_\_

Form MUST be filled out completely in order to receive funds.

If this is for an off campus seminar or class, please include receipts with this form.

Please send completed form and Receipts to Attn: Development Funds at [umceac@maine.edu](mailto:umceac@maine.edu)

\*Note: please do not return your books purchased by CEAC to the bookstore for cash. Return the books to CEAC. Pay it forward!

Thank you!