



## INSTRUCTIONS FOR FACULTY/STAFF PROFESSIONAL DEVELOPMENT FUNDING REQUEST:

*Please submit ALL Funding Requests directly to the Foundation Office.*

*Requests should be submitted by the first of every other month beginning with January to be submitted for Foundation Board consideration.*

### FIRST STEP:

- Complete Funding Request. Include a separate page with more information if needed.
- Submit to the Foundation office.
- The Requestor may be asked to give a brief (five minute) presentation at the next scheduled Foundation Board meeting about the request.

### SECOND STEP:

- If the Funding Request is approved, a signed copy of the form will be sent back to the Requestor.
- After receiving notification of the Board's approval, the Requestor can then move forward with the activity.
- To utilize funding, the Requestor should send all invoices and/or receipts to the Business Office. A copy of all invoices and/or receipts should be sent to the Foundation Office. A note MUST be included that the Foundation will reimburse the expense for the Funding Request, including the program's budget numbers.
- The Foundation Office will track the expenditures and initiate payment through the Business Office.
- The Requestor must follow the College's purchasing guidelines.
- Funding expires at the end of each fiscal year. Any unused balance is forfeited.

### THIRD STEP:

- Complete and submit the "Funding Request Follow Up Report" to the Foundation Office.
- Your Funding Request Follow Up Report will be shared with the Foundation Board of Directors at the next scheduled meeting.

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*If you have any questions or concerns, please contact the Foundation Office:  
(636) 481-3105 or [foundation@jeffco.edu](mailto:foundation@jeffco.edu).*



<b>Foundation Use Only</b>
Date Received: _____
Foundation Approval: _____

**Faculty/Staff Professional Development Funding Request Form**

Faculty/Staff Member Requesting Funding: \_\_\_\_\_

Total amount requested: \$ \_\_\_\_\_

Date funding is needed by: \_\_\_\_\_

Brief description of what funding will be used for:

\_\_\_\_\_

*Applicant's signature verifies that he/she understands their responsibility of implementing the program or activity for which funds are being requested and is responsible for submitting any receipts, requisitions, and/or reports.  
Please complete the Funding Request Follow Up Report and submit to the Foundation following your event/activity.*

**REQUIRED SIGNATURES:**

\_\_\_\_\_  
REQUESTOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Supervisor/Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Overseeing Vice President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Foundation Executive Director Signature

\_\_\_\_\_  
Date