SIERRA COLLEGE PATRONS

FUNDING APPLICATION

SUBMISSION DEADLINES: FALL - SEPTEMBER 30
**   SPRING - FEBRUARY 28**

1.   Name of Department: _____

2.   Name of Applicant: _____

3.   E-Mail for contact_____

3.   Purpose of Request: _____ Amount:_____

4.   <u>Justification</u> (Please include in your justification whether or not this amount was included in the annual proposed budget for your department and whether or not it was denied funding by the College.)

<u>Funding Conditions:</u>

The recipient will be reimbursed for the actual amount of the item requested up to the amount of the grant. Reimbursement will be based on the submission of a vendor invoice.

Expenditure of the funds must be made within 90 days from the Patrons' approval date. Funds not expended within that timeframe will revert to the Patrons. Any extension of time for expenditure must be submitted in writing prior to the expiration of the 90-day period with justification for the extension.

5. Signature of Applicant: _____   Date:_____

6. Signature of Dean of Division: _____   Date:_____

_____

PATRONS USE ONLY

Date Received_____   Approved_____ Disapproved_____ Amount_____

Patrons Representative_____   Date_____

Comments_____