



FLC FUNDING REQUEST

**AN APPROVED FUNDING REQUEST FORM MUST BE ON FILE
2 WEEKS PRIOR TO PURCHASE/REQUEST OF ANY ITEMS OR EVENTS.**

Email this completed form to Angela Lookabill at AMLOOKABILL@salisbury.edu.

Date of Request:

FLC Name:

Submitted By:

Type of funding requested:

- ☐ Materials ☐ Meeting Refreshments * ☐ Event
☐ Other – please describe:

Amount Requested:

Will this be a ☐ reimbursement or a ☐ prepayment?

Purpose of expense:

** Cost of meeting refreshments may not exceed SU Foundation per diem rates. Per diem rates include tax and tip.
Rates can be found here: <https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/accounts-payable-and-travel/meal-rates.aspx>*

PROVIDE THE FOLLOWING INFORMATION FOR MEETINGS AND EVENTS.

Event Date and Time:

Names of expected participants:

Amount Approved:	Dept. Code	Approved / Date	Notes
\$	<input type="checkbox"/> Procurement: US290090 <input type="checkbox"/> SU Catering: US290667 <input type="checkbox"/> Exp Rpt/State: US290090 <input type="checkbox"/> Exp Rpt/Foundation: 101608		