



Disbursement requests are processed monthly. All disbursement documentation is due at least 30 days before the event. Forward completed form to the Foundation Office.

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| PROJECT TITLE: | REQUESTING AGENT: |
| DEPARTMENT: | CAMPUS: |
| REQUESTING DATE: | AMOUNT: |

ITEM	DESCRIPTION/PURPOSE	TOTAL COST REQUESTED
	TOTAL:	

APPROVED			DENIED	
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I hereby certify or affirm the following: The above expenses requested with documentation attached are for the purpose of the fund being charged and serve to benefit an authorized program or to support the college, its faculty and staff with funding to help maintain excellence in academic and workforce education of Louisiana Delta Community College. None of the above expenses have been paid by any other funding sources. If any of the above expenses are reimbursed by any other funding source, the reimbursement will be immediately forwarded to the LDCC Foundation for credit to the fund charged herein.

Requestor: _____ Date: _____
 Department Head: _____ Date: _____
 Foundation Director: _____ Date: _____
 Foundation Board Officer: _____ Date: _____

DATE PAID:	FUND:	AMOUNT: \$	CHECK #:
FUNDS AVAILBLE: <input type="checkbox"/> YES <input type="checkbox"/> NO			