

To obtain funding for employee, student, project or program support, this form must be completed and submitted to the WVU at Parkersburg Foundation Office with required signatures.

The WVU at Parkersburg Foundation, Inc. is an independent, non-profit, tax-exempt corporation organized to promote and support West Virginia University at Parkersburg and is governed by a volunteer Board of Directors comprised of business and community leaders.

Funds acquired by the WVU at Parkersburg Foundation are utilized to award annual student scholarships, provide support to WVU Parkersburg students, employees, programs and clubs, as well as support faculty development and other institutional initiatives. These funds are designated into separate accounts and dispersed according to the guidelines set forth by the donor.

Although the WVU at Parkersburg Foundation has a limited list of funds that can be accessed by WVU Parkersburg faculty and staff, the Foundation is dedicated to supporting the efforts of the college and will consider all submitted requests that:

- 1.) fall within the amount available in the identified fund's account balance;
- 2.) fall within the utilization guidelines designated by the donor for the fund; and
- 3.) are approved by the requester's director supervisor and division/department executive director.

REQUEST DETAILS

Name of Requester: _____ Extension: _____

Position: _____ Department: _____

Amount Requested: \$_____ Funds need paid by: _____ Date of Event if applicable: _____

Account funds payable from: _____

Summary explaining the need for the request: _____

Attach supporting documents including invoices, cost estimates, receipts, project plans, etc.

APPROVAL SIGNATURES

Requester

Date

Division Approval (if applicable)

Date

WVU at Parkersburg Foundation President/CEO

Date