REQUEST FOR ECU FOUNDATION FUNDING/PAYMENT FORM

Requestor:	**Ph. EXT. #:**
Position:	**School:**

FUNDING/PAYMENT REQUEST FOR:

Funding or Payment:

Total amount:

Payment type:

Which ECU Foundation project code holds the funding, relevant for this request? Code: 01.01

Not sure – describe:

SUPPORTING DOCUMENTATION & OTHER RELEVANT INFORMATION (This documentation is compulsory but depending on the relevant request additional supporting documentation might be required.)

1. Letter to student
2. Account Payable Payment Request Form
3. Project code where original payment was done   ......   ¨*(if various, enclose listing)*
4. Other - specify briefly:

STUDENT RECIPIENT (Enter student name and number). *If more than 10, contact foundationbusinesssupport@ecu.edu.au .*

1		6	
2		7	
3		8	
4		9	
5		10	

DECLARATION & COMPLIANCE STATEMENT
(*To be signed by the authorised delegation of the area requesting funds/payment*)

- I confirm that this request is strictly in accordance with the intended purpose of the donor's wishes.
- Documentation appropriately authorised in support of this request is attached to this request form.
- I can confirm that this request for funding is made on the basis that there is no alternative source of funds available to cover this expense.

Name: **Position:**

Signature: **Date:**

<table>
<tr><td rowspan="2">ECU FOUNDATION USE ONLY</td><td colspan="2" align="center">Finance & Business Services Centre Recommendation

ECU Foundation project flexfield: 01.01

Name: Position:

Signature: Date:</td></tr>
<tr><td colspan="2" align="center">ECU Foundation Approval

Relevant ECU Foundation Delegation

Name: Position:

Signature: Date:</td></tr>
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