

REQUEST FOR ECU FOUNDATION FUNDING PRE-APPROVAL FORM



<http://intranet.ecu.edu.au/staff/centres/finance-and-business-services/our-services/business-services/foundation-business-support>

Requestor: Position:	Ph. EXT. #: 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 <i>Not sure – describe:</i>	
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). <i>If more than 10, contact foundationbusinesssupport@ecu.edu.au .</i>	
1 2 3 4 5	6 7 8 9 10
DECLARATION & COMPLIANCE STATEMENT <i>(To be signed by the authorised delegation of the area requesting funds/payment)</i> <ul style="list-style-type: none"> • I confirm my pre-approval of the school/business area activities as per the attached supporting documentation. • I confirm that appropriately authorised documentation showing the associated expenditure will accompany subsequent requests for transfer of funding when submitted once expenditure realises. • I can confirm that this request for funding will be made on the basis that there is no alternative source of funds available to cover this expense. 	
Name: _____ Position: _____ Signature: _____ Date: _____	
ECU FOUNDATION USE ONLY	<div style="text-align: center;"><u>Finance & Business Services Centre Recommendation</u></div>
	ECU Foundation project flexfield:01.01 Name: _____ Position: _____ Signature: _____ Date: _____
	<div style="text-align: center;"><u>ECU Foundation Approval</u></div>
	Relevant ECU Foundation Delegation Name: _____ Position: _____ Signature: _____ Date: _____