



**DC COA Funding Request Form**  
**For INTERNAL Requests**



**Date of Funding Request:**

**Name of Requesting Officer(s):**

**Name of Requesting Committee & Subcommittee:**

**Item/Activity/Event Details:**

**Date of Activity/Event or When Item Needed:**

**Amount of Funding Requested: \$**

**Detailed List of Items for which Funding/Reimbursement is Requested:**

(A receipt documenting each item will be required for reimbursement)

**Justification for the Funding Request:**

*This justification should include the nature of the item/activity/event and a justification for each item requested above. Please include the following information:*

- *Was funding for the item/activity/event requested previously? If so, how much was funded by DC COA?*
- *Please provide justification if the newly requested funds differs from the previous amount.*
- *Was this item/activity/event included in the preliminary committee budget?*

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***For Treasurer Use Only***

Funding Request Status:  Approved  Denied  Conditional Approval

Date Receipts Received:

Comment:

Check #:

Reimbursement Amount:

Check Paid To: