



THE FOUNDATION

at MONROE COUNTY COMMUNITY COLLEGE

Restricted Funds Allocation Detail Budget Form

Project Name:	RFA #: _____ (To be assigned)
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Project Description:

Projected Completion Date:	Estimated Duration of Project:
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Budget Request		Account #'s Assigned (Assigned by Acctg)	Revenue Dollars and Sources (If Applicable)	
Expenses	Please list all expenses by category.	Cost Center:	Revenue Amounts	Source of Revenues
Advertising				
Articulation				
Capital Outlay (Equipment)				
Contracted Services				
Duplicating/Printing(On campus)				
Field Trips				
Food & Beverage At Event				
General Scholarships				
General Supplies				
Instructional Materials				
Rentals				
Outside Printing (Off campus)				
Other Rentals (Eqpt.)				
Postage				
Rent of Space (Off campus)				
Training				
Travel Expenses				
Totals	0			

(Revenues should cover expenses)

All signatures are required for release of the funds for the designated process.

Requester:	Date:
Director/Dean:	Date:
Vice President:	Date:
Foundation Executive Director:	Date:

Forward executed original to the Foundation accountant

Restricted Funds Released (Date):

Budget Established (Date):

RFA and account numbers will be assigned by the Foundation accountant and returned to the originator after all approvals are obtained and the form is submitted to the executive director for final review.