

Request #: _____
Check # _____

Children's Benefit Fund Request

Objective: (Please give a brief description of the event/activity/reason for the request)

Sponsoring Agency/Organization: _____
Address: _____ Contact Person: _____
City: _____ State: _____ Zip Code: _____
Phone #s: Work: _____ Home: _____ Fax: _____
No. of Volunteers: _____ Date & Time of Event/Activity: _____
Location of Event: _____ Phone: _____

Please list number of children & families being served by this event/activity, along with the child's name & CYCIS ID# served and criteria for selection. Attach additional pages if necessary.

CHECK PAYABLE TO: _____ **AMOUNT REQUESTED:** _____

MAIL CHECK TO: Name and Address: _____

Special Instructions: _____

Please Check One: Entertainment Gifts Space Rental Food (Cost per Person: _____)
 Vital Records (Birth Certificate) Other – Specify: _____

Approved By: Custodian of Fund (Signature): _____
Amount Approved: _____ Date of Check Submission: _____

TO BE APPROVED BY THE SUPERVISOR AND REGIONAL ADMINISTRATOR, DEPUTY DIRECTOR, OR DESIGNEE REQUESTING FUNDS

All payments from the children's benefit fund are to be made directly to the source of goods and/or services. All requests must be accompanied by itemized billings or statements from the vendor. Final receipts for goods and/or services purchased with this funding shall be submitted or funds returned to the children's benefit fund within 10 working days after the event/activity. All receipts and documentation will be maintained in the Office of Budget and Finance. Scan and E-mail this form and supporting documentation to the "Children's Benefit Fund" mailbox found in the Global Address Book on Outlook.

****NO REIMBURSEMENTS WILL BE MADE WITHOUT PROPER PROOF OF EXPENSES.****

I AM REQUESTING THE FUNDS AS LISTED ABOVE AND AGREE TO THE TERMS AS SET FORTH ABOVE.

Approving Supervisor's Printed Name: _____

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____

Approving Administrator's Printed Name and Title: _____

ADMINISTRATOR'S SIGNATURE: _____ **DATE:** _____