

EXCELLENCE PLAN FUND REQUEST

*Excellence Plan awards from 2007 – 2008 must be requested using this form. Money can be disbursed for organization purposes only.
Please complete this form and return it to the office of Student Life and Leadership.*

Name of Organization:

Date:

Check Type of Expenditure

_____ A. Purchase Order or Check for supplies or other services

Attach order form, quote or invoice, Attach original receipts(s) and credit card statement
if necessary

Reimbursement with **prior** approval from Student Life only

Minority ethnicity and W-9 forms may be required.

Approval by ADSLL _____

_____ B. On-campus Request for payment of on-campus department or group.

___ APSU Bookstore

___ AP Dining/Catering

___ University Facilities

___ Post Office

___ Other Student Organization:

_____ C. Other

Amount Requested \$

Date Required

Proposed Use of Money:

Make Check Payable To:

Name

Address

Phone

President Signature: _____

Date: _____

Adviser Signature: _____

Date: _____

Signature of Assistant Director of Student Life and Leadership: _____