

**APPLICATION TO REQUEST FUNDS FROM BRONX COMMUNITY COLLEGE
AUXILIARY ENTERPRISES CORPORATION**

SUBMIT COMPLETED APPLICATIONS TO KAREN THOMAS, AUXILIARY ENTERPRISES CORPORATION INTERIM SECRETARY,
IN LOEW HALL, ROOM 411. SHE CAN BE REACHED VIA EMAIL AT KAREN.THOMAS@BCC.CUNY.EDU WITH QUESTIONS OR CONCERNS.

INSTRUCTIONS:

Step 1: Before consideration, an application must include the following, along with this completed form:

- i. A written proposal, no more than one (1) typed page, explaining the purpose and benefit of the request. Where the request is for an off-campus event, an attendance sheet of program participants must be included. Include chaperone names and contact information, where applicable.
- ii. An electronic spreadsheet itemizing how the funds will be allocated, including documentation to support all costs, quantities, and other expenses (e.g. quotes invoices, etc.).

Step 2: Within one week of the event's completion, the following must be submitted to Auxiliary Enterprises Corporation for review.

- i. Signed "sign-in sheets" with signatures of all participants (and chaperones, where applicable).
- ii. Original receipts and/or invoices for all expenditures.

Failure to submit this documentation can result in funds not being disbursed and/or the denial of future requests.

For multiple requests for expenditure, this application must be filled out for each expenditure with the same event name and should be submitted together as a single packet.

NAME OF REQUESTOR(S) AND TITLE: _____

REQUESTOR(S) IS/ARE *[Please check the appropriate box(es)]:* ☐ **FACULTY** ☐ **STAFF** ☐ **STUDENT**

REQUESTOR'S PRIMARY PHONE NUMBER/EXTENSION: - **EXT.**

REQUESTOR'S PRIMARY EMAIL ADDRESS: _____ @ _____

REQUESTOR'S ADDRESS OR OFFICE LOCATION: _____

REQUESTOR'S ORGANIZATION OR DEPARTMENT: _____

DESCRIPTION OF THE REQUEST FOR FUNDING: _____

DATE OF THE EVENT *[Please include month, day, and year]:* _____

PURPOSE OF EXPENDITURE: _____

TOTAL DOLLAR AMOUNT REQUESTED: \$ _____

CHECK MADE PAYABLE TO: _____

DATE BY WHICH CHECK IS NEEDED: _____

PRIMARY REQUESTOR'S SIGNATURE: _____ **DATE:** _____

***** EFFECTIVE JANUARY 1, 2018, CUNY HAS APPROVED AN ALL FUNDS EXPENSE MATRIX, WHICH PLACES CERTAIN LIMITATIONS ON ITEMS THAT MAY BE APPROVED FOR FUNDING BY THE AUXILIARY ENTERPRISES CORPORATION. ALL REQUESTS FOR FUNDING WILL BE CONSIDERED IN LIGHT OF THAT MATRIX AND ANY OTHER RELEVANT GOVERNING DOCUMENTS THAT MAY BE ISSUED IN THE FUTURE.**