PEX FUNDING REQUEST FORM

NAME: _____

PEX CARD USING: _____

DATE FUNDS NEEDED: _____

FUNCTION/DESTINATION: _____

DEPARTURE DATE: _____ RETURN DATE: _____

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

VP/CONTROLLER SIGNATURE: _____

REQUIRED IF TOTAL REQUEST OVER $1,000

AMOUNT REQUESTED AND BREAKDOWN:

Item Name	Quantity/Time	Amount requested	Account Number
TOTAL REQUESTED:			
Please use actual amounts if known. Otherwise, a **reasonable** estimate will be accepted.			

Approved POS for above items should be attached to request

Request needs to be completely filled out and turned in to Kate Williams four (4) BUSINESS days before trip/event to ensure funds are available. Transfers to the card *may* take this long.

Reminder: Kate works Monday-Thursday from 9:00 AM to 3:00 PM. Please make sure to plan your request timing accordingly.

Receipts should be turned in within 3 days of Return Date using the Credit Card Log