

BRYN MAWR

COLLEGE

Pensby Center Funding Application

- All funding requests, including requests to use the Pensby Center credit card, must be submitted at least two weeks before the event. Be aware that it may take up to two weeks from the time that all supplementary materials (contracts, invoices, etc.) are received for the paperwork to be processed.
- Attach a budget in which you indicate exactly how the funds will be spent. If applicable, submit a copy of the activity's brochure, flyer or invitation.

Name: _____

Class Year _____ Student ID#: _____

Student Organization (If applicable): _____

Primary Phone Number: _____ Campus Box #: _____

Email address: _____

PURPOSE OF REQUEST *(Please include a statement of importance to the community and the number of students involved.)*

What other organizations or departments have you enlisted to plan and sponsor this event? If none, why?

Amount of funds requested: _____

Do you have direct deposit through the College? _____

Signature: _____ Date: _____

By signing this, I agree to supply all receipts within one week of the conclusion of my event. I also agree to reimburse the Pensby Center for any expenses without receipts.

Approved by the Pensby Center: _____ **Date:** _____

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