

AOCPMR Student Chapter Funding Request

The Chapter Treasurer must complete the following to request Chapter funding. If the Chapter is requesting funding in advance for an event or program, please estimate costs based on actual cost quotes. After receiving advance funding, the Chapter must submit an original receipt of total costs to the AOCPMR within 10 days of the event. If the Chapter is requesting reimbursement after an event or program, the Chapter must submit an original receipt of the costs with this form. Please make and save a photocopy of this form for Chapter records. Each Chapter is eligible to receive \$150 per school year from the AOCPMR.

AOCPMR Chapter: _____

Event/Program Description: _____

Event/Program Date(s): _____ Event/Program Location: _____

AOCPMR Speaker (if applicable): _____

Food Function (please check) Yes No Alcohol Present (please circle) Yes No
The AOCPMR will not reimburse chapters for any costs of alcohol.

ADVANCE REQUEST		REIMBURSEMENT REQUEST	
Item	Estimated Cost	Item	Actual Cost
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Total Advance Requested: \$ _____		Total Reimbursement Requested: \$ _____	

Make Check Payable to (Vendor or Individual): _____

Mail to (Vendor or Individual Name and Address): _____

AOCPMR Chapter President (Print Name)

AOCPMR Chapter President Signature

Date

AOCPMR Chapter Treasurer (Print Name)

AOCPMR Chapter Treasurer Signature

Date

Treasurer to photocopy and save copy of form for Chapter records. The Chapter must submit original receipts within 10 days of the event or program to the AOCPMR if requesting funding in advance. The Chapter must submit original receipts with this form if requesting reimbursement for an event/program that has already taken place. Submit form and receipts to:

Stephanie Wilson, AOCPMR, 210 Lantwyn Lane, Narberth, PA 19072.