



# Siskiyou Arts Council

## REQUEST FOR FUNDS

**PROJECT NAME** \_\_\_\_\_

**GRANT**(if applicable) \_\_\_\_\_

**REASON FOR REQUEST:**

**Wages for** \_\_\_\_\_  
(Specify activity, dates and hours)

**MAKE CHECK PAYABLE TO:** \_\_\_\_\_

**Reimbursement of expenses**  
(All receipts must be attached and detailed below - continue on back if necessary)

PAID TO: _____	AMOUNT _____
PAID TO: _____	AMOUNT _____
PAID TO: _____	AMOUNT _____
PAID TO: _____	AMOUNT _____
PAID TO: _____	AMOUNT _____

**TOTAL AMOUNT TO BE REIMBURSED** \_\_\_\_\_

MAIL CHECK TO :

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

Payee phone \_\_\_\_\_ Payee SSN \_\_\_\_\_

**APPROVED BY PROJECT BOARD LIAISON:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All requests received between the 1st and the 15th of each month will be paid on the 20th of the month. All requests received between the 15th and the 30th (31), of the month will be paid on the 5th of the following month or at the Board Meeting.

**ALL CHECKS ARE MAILED. CHECKS MAY NOT BE PICKED UP IN PERSON!**