



## AMOPS Student Chapter Funding Request

The Chapter Treasurer must complete the following form 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 AMOPS 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 per year from AMOPS.

AMOPS Chapter: \_\_\_\_\_

Event/Program Description: \_\_\_\_\_

Event/Program Date(s): \_\_\_\_\_ Event/Program Location: \_\_\_\_\_

AMOPS Speaker (if applicable): \_\_\_\_\_

Food Function (please check) Yes \_\_\_ No \_\_\_

Alcohol Present (please check) Yes \_\_\_ No \_\_\_

*AMOPS will not reimburse for any costs of alcohol*

### ADVANCE REQUEST

Item	Estimated Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Advance Requested: \$ \_\_\_\_\_

### REIMBURSEMENT REQUEST

Item	Actual Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Reimbursement Requested: \$ \_\_\_\_\_

Make Check Payable to (Vendor or Individual): \_\_\_\_\_

Mail to (Vendor or Individual Name and Address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOPS Chapter President (Print Name) Date

AMOPS Chapter President Signature

\_\_\_\_\_

\_\_\_\_\_

AMOPS Chapter Treasurer (Print Name) Date

AMOPS 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 AMOPS 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, AMOPS, P.O. Box 4, Phillipsburg, NJ 08865-0004**