



Spending Approval Request Form

Commission Special Funds

This form is required for requesting to use donated funds from accounts for projects, programs, equipment and resources listed in the Commission Special Funds.

Process:

1. Location or Department Manager completes this form.
2. Upon signed approval, notify Development and Volunteer Services (DVS) Department at development@metrolibrary.org and all signers that the form has been completed.
3. Submit an RTO and attach the completed and signed form (as a PDF) as documentation of approval to proceed with the expenditure.

The submitter is required to provide a report on outcomes (as identified in the application) to the approver and DVS within 30 days of funds expended.

Today's Date:

Brief Description of Project/Initiative: *Limit of 250 words*

I am requesting funding for:

☐

One-Time Event

☐

Supplies/Materials

☐

Ongoing Program

☐

Furniture/Fixture/Improvement

☐

Other

Manager/Director Name:

Location/Department:

Amount Requested:

Fund Name/Number of Commission Special Fund:

Budget Year in which dollars will be used:

Please ensure that all components of your plan have been addressed and communicated among the locations/departments impacted by the grant.

I have personally spoken with the following Managers/Directors to ensure the collaborative success of my project/initiative.

☐

IT/Systems

☐

COMM/Marketing

☐

Facilities/Maintenance

☐

Collection Development

☐

BUS/Finance

☐

CIS

☐

OES

Please upload/attach any additional documentation for consideration.

*By signing this form, you agree that you are committed to appropriately utilizing and stewarding these donor resources and will provide a follow up report as required. **Please note: Adobe Digital Signatures or physical signatures only will be accepted on this form.***

Applicant Signature *(Applicant must be a Library Manager or Department Manager)*

Date of Applicant's Signature

Applicant's Direct Supervisor Signature

Date of Applicant's Direct Supervisor Signature

Applicant's Chief Officer Signature

Date of Applicant's Chief Officer Signature

Chief Executive Officer Signature

Date of Chief Executive Officer Signature