

**York College Alumni, Inc.  
Special Funding Request Form**

**ALL FUNDING REQUESTS:** must be filed at least four weeks in advance for any event.

- This form is to be turned in to the York College Alumni Association in room 1B05.
- A memo must be included explaining in detail why your department is requesting funding.

Department: \_\_\_\_\_

Filing Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Information: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Type Conference Special Event Meeting Other

If other explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Location: \_\_\_\_\_

Description of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Amount of Requested: \$ \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Amount  
\$ \_\_\_\_\_

Amount funded may not be the amount requested.

For questions please contact:  
Finance Committee Chairperson: 718-262-2420  
[alumni@york.cuny.edu](mailto:alumni@york.cuny.edu)