



COVID CARES Fund Expenditure Request Form

Due to unprecedented challenges related to COVID19 and the need to track all requests for funds for institutional COVID expenditures, this form must be attached to all requisitions submitted for fiscal year 2021-2022 to request the use of CARES Funds for COVID related expenditures.

This form is to also be used for all requests for use of CARES Funds for COVID related expenditures.

Please fill out each section of the form, all sections are required.
 First, route to Director of Business and Accounting for budget and coding review.

VP Jennifer Ernst, VP Teresa Rich and President Linda Kaminski must **all** be included in the requisition/purchase routing after your regular approval routing. Please fill out each section of the form, all sections are required.

Name of Requester	
Date	
Description and purpose of item/service	
Please describe how this purchase is a new or unusual expense due to the coronavirus.	
What is the impact if this purchase is not approved?	
Budget(s) to be used	CARES INSTITUTIONAL FUNDING – to be assigned by Director of Business and Accounting
Total Cost of Purchase	
Supervising Vice President	
Vice President	
President	