



*Before submitting request form, please ensure you have followed these steps:*

1. All fund requests must be pre-approved by the Cadet Fund **BEFORE** expenditure/purchase is incurred/made
2. Completed request form and itemized receipt(s) are emailed to Cadet Fund President. Incomplete forms without receipts will be declined.
3. To comply with MSU Policy, all requests for funds require submission to the Cadet Fund within 90 days of the transaction/purchase date. Those not submitted within 90 days **will NOT** be reimbursed.

## Cadet Fund Request Form

<b>Date of Request:</b>	
<b>Requestor's First &amp; Last Name:</b>	
<b>Requestor's Email Address:</b>	
<b>Requestor's Phone Number:</b>	
<b>Requestor's Affiliation with the MSU Army ROTC Program and/or Cadet Fund</b>	
<b>Amount Requested:</b>	
<b>Who:</b> (What club/organization or individual is requesting the funds; who is involved, who is this affecting?)	
<b>What:</b> (What will the funds be used for?)	
<b>When:</b> (When is the event and when are the funds needed by)	
<b>Breakdown of Requested Funds:</b> (\$ amount per item or area)	
<b>Date Request was Approved/Denied:</b>	
<b>Amount approved:</b>	
<b>Check #:</b>	
<b>Required Signatures:</b>	
<b>Cadet Fund President:</b> (CDT Brian FitzGerald) <b>Date:</b>	
<b>Executive Officer:</b> (CPT Hunter Baudoinjoux) <b>Date:</b>	