

FORMS

Gift/Loan of personal property:

- DPR 922 Gift or Loan of Personal Property

Museum objects only:

- DPR 925 Deed of Gift
- DPR 926 Loan Agreement

PART ONE BUDGET REQUEST
TO BE FILLED OUT BY EMPLOYEE INITIATING REQUEST

ITEM REQUESTED:

REQUESTED BY:

A) DESCRIPTION OF ITEM REQUESTED:

B) IS ITEM IN CONCURRENCE WITH INTERPRETIVE PROSPECTUS FOR UNIT/DISTRICT?

check: YES NO

C) JUSTIFICATION FOR ITEM: (use, interpretive value, etc.)

D) COST OF ITEM: \$

E) MAINTENANCE AND REPLACEMENT REQUIREMENTS:

PART TWO BUDGET REQUEST

This section is to be filled out by the District Superintendent or designee.

DOES THIS ITEM MEET THE ASSOCIATION'S MISSION REQUIREMENTS?
(qualifying as interpretive/educational/scientific?)

WHO WILL HAVE OWNERSHIP OF THE ITEM?

WHO WILL BE RESPONSIBLE FOR MAINTENANCE AND REPLACEMENT OF THIS ITEM?

HAS THE ITEM BEEN SUBMITTED TO THE DEPARTMENT FOR FUNDING?

check one: YES NO

EXPLAIN:

FORM REVIEWED BY:

Signature of Cooperating Association *Financial Officer*:

DATE

Signature of Cooperating Association *Liaison*:

DATE

Signature of Cooperating Association *President* (or Designee):

DATE

ACTION TAKEN ON REQUEST BY ASSOCIATION:

check one: APPROVED: REJECTED: DATE:

EXPLAIN:

COOPERATING ASSOCIATION FUNDING REQUEST

DATE:

COST: \$

BUDGET LINE ITEM NUMBER:

REQUESTED BY:

DESCRIPTION OF ITEM:

BACKGROUND INFORMATION:
[its use; interpretive value; etc.]

APPROVAL OF FUNDING REQUEST:

ASSOCIATION FINANCIAL CONTROLLER

DATE:

COOPERATING ASSOCIATION LIAISON

DATE:

COOPERATING ASSOCIATION PAYMENT VOUCHER

CHECK PAYABLE TO:

DATE:

ADDRESS:

DESCRIPTION OF SERVICE:

AMOUNT:

TOTAL:

APPROVED BY:
ASSOCIATION FINANCIAL CONTROLLER

DATE: