

## **REQUEST OF FUNDS INSTRUCTIONS**

### **What is a Request for Funds form?**

**A request for funds form allows the ETV Coordinator to send payment directly to the vendor and/or individual requesting payment.**

### **How do I submit for Payment? (PLEASE READ CAREFULLY)**

1. Enter Tax ID # (for Vendors) or Social Security # (for Individuals), if applicable.
2. Enter the complete name and address of the vendor or individual receiving the payment.
3. Enter the dates each request of payments, the description of goods and the amount. For example:  
January 2010- May 2010, rent, \$500.00
4. Enter your name and contact phone number.

**Please note:** The cutoff date for monthly requests is the 3rd Friday of each month. Anything received after this date will be processed the following month.

### **You're done!**

\*Please remember that each time you request funds, a Request of Funds form must be completely filled out for each request, and attached to the receipts, invoices, or supporting documentation; documents should show the exact amount of the payment requested.

Tax ID#/SSN#: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Change of address

FY

Date	Description of Goods	Amount

Youth Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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Approved By:

\_\_\_\_\_  
ETV Coordinator

\_\_\_\_\_  
Program Director, Sr. Program Director, or Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date