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Office of Student Accounting
ID Card Funds Request Form

The Office of ____________________________ is requesting ID Card Funds for Staff or Student use (circle one) to obtain meals in the university eateries or external eateries.

Date of Submission: __________________________________________________________

Event/Program Name: __________________________________________________________

Date of Event/Program (or date range): __________________________________________

Names & Kean ID Numbers (or attach sheet):

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Justification for Request: ______________________________________________________

Funds Requested Per ID Card: $ ____________________ Total Funds Requested: $ ______________

General Ledger Account: ____________________________ Purchase Order #: ______________

Name of Requestor: _____________________________________________ Ext. __________________

Signature of Requestor: ________________________________________________________

Office Use Only:

__________________________________________ Date __________________
Department Head (Signature/Title)

__________________________________________ Date __________________
Divisional VP (Signature/Title)

__________________________________________ Date __________________
Budget Office (Verification of Funds)

__________________________________________ Date __________________
Andrew Brannen, VP Administration and Finance

__________________________________________ Date __________________
Director of Student Accounting (Approval for Processing)

SA Office

Date Processed: __________________

CS Gold Plan #: __________________

CS Gold Plan Name: __________________

Processed By: __________________