

**DALTON STATE COLLEGE FOUNDATION  
2008-2009 Reimbursement Request**

<b>Date</b>			
<b>Unit</b>	School of Business		Roberts Library
	School of Education		VP – Academic Affairs
	School of Liberal Arts		VP – Enrollment Svcs.
	School of Natural Sciences & Math		VP – Fiscal Affairs
	School of Nursing		
	School of Social Work		
	School of Technology		
<b>Description (names of participants, activity, etc.)</b>			
<b>Amount</b>	\$		
<b>Payable to</b>			
<b>Dean / VP approval</b>	<i>Signature</i>	<i>Date</i>	

Requirements:

1. Supporting documentation and original itemized receipts must be attached to 8 ½ x 11 paper behind this form.
2. For professional conferences, attach a copy of name badge.
3. Send via campus mail to David Elrod, DSC Foundation, Brown Center.

*Foundation use only:*

<b>Approved for payment</b>	<b>Date</b>
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