



**XAVIER UNIVERSITY OF LOUISIANA
CENTER FOR STUDENT LEADERSHIP &
SERVICE**

1 Drexel Drive • Box 17
New Orleans, Louisiana 70125-1098
(504) 520-5133 • Fax: (504) 520-7948

SL COURSE RESOURCE MONEY REQUEST FORM

1. Please plan and submit your funding request for your event at least three weeks prior to event date. This expedites the money request and reimbursement process for everyone.
2. Course Resource Money may be requested before your project begins (purchase order) or after it has begun (reimbursement).
3. All money requests are approved by the SL Faculty-in-Residence and the Director of CSLS.
4. The project must be directly related to the approved Service-Learning Course.
5. Course Resource money can be requested to aid costs for tools/materials for implementation of Service Learning class projects. Course Resource money cannot be used for gifts, food, or payment for SL participation.
6. The maximum amount of Course Resource money which can be granted to a particular class per semester is \$300.

Today's Date: _____

Faculty Member's Name: _____

Class: _____

Department: _____

Phone #: _____

Fax #: _____

E-mail Address: _____

Campus Box #: _____

Amount Requested from CSLS: \$ _____

Date Needed: _____

Purpose: _____

METHODS OF SECURING FUNDS

(Check one of the following)

_____ I will pay out of pocket for this event/material and will be reimbursed by a Xavier check after all receipts and appropriate information has been provided to the Center for Student Leadership & Service.

_____ I would like a Xavier Purchase Order. (please attach Price Quote)

Office Use Only:

(Please initial to indicate approved or not approved)

SL Faculty-in-Residence Approved _____

Not Approved _____

Date: _____

Director CSLS Approved _____

Not Approved _____

Date: _____