



## FUNDING REQUEST FORM

**To:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_  
**Student Name** \_\_\_\_\_ **Payee:** \_\_\_\_\_  
**Corporate Sponsor:** \_\_\_\_\_ **Payee's Federal Tax ID #:** \_\_\_\_\_  
**Student Phone #:** \_\_\_\_\_ **Total Amount Requested:** \_\_\_\_\_  
**Student SS#:** \_\_\_\_\_ **Payment Due Date:** \_\_\_\_\_

REQUEST FOR:	TERM (Fall, Winter, Spring, Summer) & Year	AMOUNT DUE	EBF DEPT. APPROVAL
<input type="checkbox"/> Tuition		\$	
<input type="checkbox"/> Books		\$	
<input type="checkbox"/> Parking		\$	
<input type="checkbox"/> Housing		\$	
<input type="checkbox"/> Computer		\$	
<input type="checkbox"/> Other		\$	
<b>Total Amount Due:</b>		\$	

**Make Check Payable to:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Attention:** \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

1. Be sure receipts and supporting documentation are enclosed.
2. Please use a separate form for each check requested.
3. Mail/Fax completed form, receipts, & supporting documentation to your regional office below.
4. Your current transcripts must be on file at your regional office before any request can be processed.
5. Matching funds from your corporate sponsor must be received by the Foundation before a check can be issued. This generally takes 6 to 8 weeks after your final paycheck has been issued for the summer. Please plan accordingly.

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**Emma L. Bowen Foundation (Western Region)**