



**REQUEST FOR FUNDS FROM CONFERENCE PROFIT ACCOUNT (CPA)**

Name of Person, Contact Information & Unit Requesting Funds (“unit” meaning district, division, etc.)

\_\_\_\_\_

Unit: \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

How will the funds from the CPA be spent? [Please use as much space as needed, using the bottom of this form and side 2, if necessary]: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please state how this money will impact the conference. \_\_\_\_\_

\_\_\_\_\_

If the request is for a **special project**, please outline how the project benefits Indiana libraries, list other partners (if applicable); list other resources (if applicable) and the project’s timeframe.

Please send this form with the Financial Planning Form to the ILF office by fax or email.

Fax: 317-257-1369 or to the ILF office at [askus@ifonline.org](mailto:askus@ifonline.org)

