



Bench Bar Fund Request for Funding Form

[The Ninth Amended and Restated Guidelines and Plan for Administration of Non-Appropriated Funds](#) (“Plan”) states in Section V.A.: “All requests for funding must be in writing, on forms approved by the Committee.” A request for funding should be made in advance of the event/expenditure with sufficient time for consideration by the Bench Bar Fund Committee. For additional guidance on requests for funding from the Bench Bar Fund refer to the [First Amended Parameters for Use of Bench Bar Funds](#) and the [FAQs for Requesting Bench Bar Funds](#).

To submit a request for funding:

- Use this approved form to request pre-approval of anticipated expenses or reimbursement of approved expenditures.
 - If you are requesting pre-approval, please attach a proposed expense budget along with any supporting documentation (e.g., vendor quotes, prices, sales tax estimates, shipping estimates, etc.).
 - If you are requesting reimbursement, please attach documentation (e.g., receipts, invoices, etc.) supporting each expense for which reimbursement is sought.
- Return the form and documentation to Elizabeth M. Warren, Clerk of Court, at: [FLMD Bench Bar Fund Request@fmd.uscourts.gov](mailto:FLMD_Bench_Bar_Fund_Request@fmd.uscourts.gov).

Attorney Admission fees collected by the Clerk constitute non-appropriated funds and shall not be used for purposes which do not inure to the benefit of the members of the Bench or Bar in the administration of justice.

IMPORTANT NOTE: The Court’s Consumer’s Certificate of Exemption for Florida sales and use tax **does not apply** to expenses paid with Bench Bar Funds.

Person Requesting Funds _____ Date of Request _____

Requester’s Email Address _____

Requester’s Phone Number _____

Payee’s Name (as it should appear on the reimbursement check) _____

Payee’s Mailing Address _____

Payee’s Email Address _____

Payee’s Phone Number _____

Estimated/Actual Amount of Expenditure _____

Purpose of Funding Request (include description of how the funds you have requested will be used to benefit the Bench or Bar):

