



## Bench Bar Fund Request for Funding Form

For guidance on requests for funding from the Bench Bar Fund refer to the [Tenth Amended Plan for Administration of Non-Appropriated Funds](#) and the [Second Amended Parameters for Use of Bench Bar Funds](#).

To submit a request for funding:

- Use this form to request pre-approval of anticipated expenses or reimbursement of approved expenditures.
  - If you are requesting pre-approval, 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, attach receipts supporting each expense.
- Send the form and documentation to [FLMD\\_Bench\\_Bar\\_Fund\\_Request@flmd.uscourts.gov](mailto:FLMD_Bench_Bar_Fund_Request@flmd.uscourts.gov).

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 a description of how the requested funds will be used to benefit the Bench or Bar, with relevant citations to the Plan):

Bench Bar Fund Request for Funding Form  
(Continued)

COURT USE ONLY		
Line Item on the BBF Budget	Division/Person	Amount

**BENCH BAR FUND COMMITTEE CUSTODIAN REVIEW**  
(Expenditures up to \$2,500, see Plan, Section V.C.(1))

\_\_\_\_\_  
Signature of Bench Bar Fund Committee Custodian

\_\_\_\_\_  
Date

Comments, if applicable:

**BENCH BAR FUND COMMITTEE CHAIR REVIEW**  
(Expenditures up to \$10,000, see Plan, Section V.C.(2))

\_\_\_\_\_  
Signature of Bench Bar Fund Committee Chair

\_\_\_\_\_  
Date

Comments, if applicable:

**BENCH BAR FUND COMMITTEE REVIEW**  
(Expenditures up to \$35,000, see Plan, Section V.C.(3))

\_\_\_\_\_  
Signature of Bench Bar Fund Committee Chair  
(Certifying approval by the Bench Bar Fund Committee)

\_\_\_\_\_  
Date

Comments, if applicable:

**BOARD OF JUDGES REVIEW**  
(Expenditures in excess of \$35,000, see Plan, Section V.C.(4))

\_\_\_\_\_  
Signature of Bench Bar Fund Committee Chair  
(Certifying approval by the Board of Judges)

\_\_\_\_\_  
Date

Comments, if applicable: