



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA

Bench Bar Fund*
Request for Funding

[The Eighth 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." Please complete the following approved form. The request for funding should be made in advance of the event with sufficient time for consideration by the Court. For guidance refer to the [First Amended Parameters for Use of Bench Bar Funds](#). Please attach a budget, receipts or an invoice to the form and return to Elizabeth M. Warren, Clerk of Court, at Elizabeth.Warren@flmd.uscourts.gov.

Person Requesting Funds: _____

Purpose of Request: _____

Estimated/Actual Amount of Expenditure: _____

Check(s) Payable To: _____

Mailing Address for Check(s): _____

Committee Chair or Custodian Approval:
(Individual expenditures up to \$1,000; see Plan, Section V.C.(1)) _____
Committee Chair or Custodian Signature

Committee Approval:
(Expenditures up to \$10,000 with the approval of the Committee; see Plan, Section V.C.(2)) _____
Committee Chair Signature certifying Bench Bar Fund Committee Approval

Board of Judges Approval:
(Expenditures in excess of \$10,000 must be approved by the Board of Judges upon recommendation of the Committee; see Plan, Section V.C. (3)) _____
Committee Chair Signature certifying Board of Judges Approval

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.

Please describe how the funds you have requested will be used to benefit the Bench or Bar.

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