



## 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](#).

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):

Bench Bar Fund Request for Funding Form  
(Continued)

COURT USE ONLY		
Line Item on the FY 2023 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: