 **ATTORNEY ADMISSION FUND APPROVAL REQUEST FORM**

Please send requests for funding at least 30 days in advance of the event or expenditure to allow the Attorney Admission Fund Committee adequate time to review and consider the request.

**Guidelines:**

* Use this form to request pre-approval of anticipated expenses and/or fund requests.
* Requests for pre-approval must attach a proposed expense budget along with any supporting documentation (e.g., vendor quotes, prices, sales tax, or shipping estimates).
* **IMPORTANT NOTE**: Purchases made by the Attorney Admission Fund **are not** tax exempt.

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| Person or Entity Requesting Funds and Contact Information (phone number and email address): |  |
| **For Pre-approval**: Purpose of Funding Request (include or attach description of how the requested funds will be used to benefit the bench and bar in the administration of justice, consistent with the [Attorney Admission Fund Management Plan](https://www.utd.uscourts.gov/sites/utd/files/Attorney%20Admission%20Fund%20Plan%20FINAL%20230518.pdf)). |  |

**Return the completed form and supporting documents to** AAF\_Committee@utd.uscourts.gov.

FOR INTERNAL USE ONLY

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| **EXPENDITURES $5,000 AND BELOW**(Expenditures $5,000 and below, see Plan, Section VII.D. (1)) |

**Custodian Date**

**Chief Judge Date**

**Comments, if applicable:**

**EXPENDITURES $5,000 AND ABOVE**

(Expenditures $5,000 and above, see Plan, Section VII.D. (2))

**Attorney Admission Fund Committee Chair Date**

**Custodian Date**

**Chief Judge Date**

 **Comments, if applicable:**