

Complete for Check
requests only

REQUEST FOR CHECK DISBURSEMENT
THE FOUNDATION FOR IUP
Suite 419, Sutton Hall

Complete for Check
requests only

DATE OF REQUEST: _____

FUND NUMBER: _____ FUND NAME: _____

SIGNATURES OF AUTHORIZED FUND AGENT:

(Must be signed by at least two fund agents to be processed)

1. _____
(print) (sign)

2. _____
(print) (sign)

3. _____
(print) (sign)

Please remit completed forms
electronically to:
[foundation-
disbursements@iup.edu](mailto:foundation-disbursements@iup.edu)

AMOUNT OF DISBURSEMENT: \$ _____

ISSUE PAYMENT TO:

NAME: _____ BANNER ID: _____

BUSINESS or HOME ADDRESS (check will be mailed to this address):

PURPOSE OF DISBURSEMENT *(Be specific. Must align with fund purpose).*

READ CAREFULLY:

- **Please Submit completed forms electronically to:** foundation-disbursements@iup.edu
- Upon Submission, please include this disbursement request along with proper documentation including all invoices and receipts. Payment will NOT be made without proper documentation to support this request.
- Requests CANNOT be processed without TWO authorized fund agent signatures. Authorized signature cannot be same as payee.
- Checks are issued every Friday (Deadline for weekly submission is Tuesday by 4:30 pm unless otherwise advised).
- Checks will be mailed directly from the Foundation office to all individuals, businesses, and organizations.
- IUP Faculty/Staff – Checks can be picked up in the Foundation office. *If not picked up by 10:00 am on Friday, the check will be mailed to the address listed on the check. If picking up, please note this below:

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Will pick up, please contact: _____

(name & email, or phone number)