

THE FOUNDATION FOR IUP
G1 John Sutton Hall
REQUEST FOR DISBURSEMENT

DATE OF REQUEST: _____

FUND NAME: _____

FUND NUMBER: _____

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)

AMOUNT OF DISBURSEMENT: \$ _____

ISSUE CHECK PAYABLE TO:

NAME: _____

BANNER ID: _____

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

This area is for use by Foundation staff only.

(date stamp)

(scanned stamp)

(Entered stamp)

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

READ CAREFULLY:

- ✓ Attach original and 1 COPY of all invoices/receipts being paid by this disbursement. Always provide original receipts for disbursements. 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 (requests must be in Foundation office by 4:30 pm Tuesdays each week to be issued on Friday at noon, unless otherwise advised).
- ✓ Checks will be mailed directly from the Foundation office to all businesses and organizations.
- ✓ IUP Faculty/Staff – Checks can be delivered, mailed to your home address or picked up in the Foundation office. If picking up, please note this below:

- Will pick up please call: _____
(name and phone number)

Revised 7/17/19