



REQUEST FOR FOUNDATION FUNDS

Departments and Programs must use this form to request funds from their Foundation accounts. Departments and Programs should initially spend from their University accounts. Then, this form must be completed and submitted to request reimbursement from the Foundation.

The Foundation has a fiduciary responsibility to donors to use gifts for the purpose they were given. As such, all requests for Foundation funds must be in accordance with the intent of the donor(s) and comply with the policies and procedures of the University and the Foundation. If there are uncertainties, they must be discussed with Foundation staff before committing to any spending.

From: _____ **9 9** _____
Foundation Organization Code Title *Foundation Organization Code*

To: _____
University Organization Code Title *University Organization Code*

Amount: \$ _____

Purpose:

Attach documentation, such as invoices or receipts.

Prepared By: _____
Name *Extension* *Email Address*

Signature *Date*

Approved By: _____
Name *Extension* *Email Address*

Signature *Date*