



PAYEE INFORMATION

PAY TO		ID#	
ADDRESS		CITY	
STATE		ZIP	

FUND INFORMATION & APPROVALS

Foundation Office items proceed directly to Executive Director approval.

FUND #		FUND NAME			
REQUESTOR SIGNATURE		DATE		PHONE	
PROGRAM APPROVAL		DATE		PHONE	

INVOICE DESCRIPTION

AMOUNT

MAIL CHECK			FOUNDATION OFFICE ONLY:	INVOICE TOTAL
YES		NO		ACCRUED TAX
				TOTAL

SCHOLARSHIP INFORMATION

SCHOLARSHIP AMOUNT		SEMESTER	
PAYMENT #	of	PAYMENT AMOUNT	
SPECIAL INSTRUCTIONS:			

FOUNDATION OFFICE ONLY

TREASURER/EXECUTIVE DIRECTOR SIGNATURE	DATE	FUND BALANCE	INITIAL & DATE

CODE	FUND	ACCT	RES	ACT	OTHER	BY	DATE

POSTED BY		DATE		CHECK#	
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