

# REQUEST FOR FOUNDATION FUNDS

Amount of funds requested: \$ \_\_\_\_\_ from the \_\_\_\_\_ Fund.

Purpose of request (use attachments if more space is needed): \_\_\_\_\_

---

---

---

Check should be made payable to: \_\_\_\_\_

Signature: \_\_\_\_\_

**Note: Auditors require supporting data for each check written (receipts, registration information, etc.).**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Department Chairperson: \_\_\_\_\_

If request is denied, it should be returned to originator by department chairperson. The originator has the option of petitioning to the division dean after discussion with the department chairperson.

Information routing to the following (signatures required):

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Division Dean: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Division Vice-President: \_\_\_\_\_

Amount of funds in account: \$ \_\_\_\_\_

Other information (if applicable): \_\_\_\_\_

---

---

Foundation Office: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ President, NWCC: \_\_\_\_\_

NWCC Foundation Check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ issued on \_\_\_\_\_