



Check Request from a Fund (Option 4)

Date: _____

Name of Fund: _____

Amount Requested: _____

Make Check Payable To: _____

Mail To: _____

Purpose of Expenditure: _____

Recommendation Made By (two signatures are required):

Signature: _____ Title: _____

Signature: _____ Title: _____

- Requests for distributions shall be made by completing and signing the Community Foundation's Recommendation for Distribution of Funds (RDF) form (rev.2-11).
- Distributions may NOT be used to fulfill pledges or to secure benefits from the payee, such as membership dues.
- Distributions may NOT be made to individuals for reimbursements.
- Distributions must include complete documentation, including invoices and/or receipts attached to this form.
- Distributions are usually processed on Fridays.
- For distributions processed on Friday, the RDF form must be received in the Community Foundation office by noon on Thursday.
- Occasionally it is necessary to process distributions on a different day than Friday. In the event of a time-sensitive distribution, you may call the Foundation office to determine when distributions will be processed on a week-to-week basis, and when the RDF form must be received to be included in the process.
- No greater than twelve distributions shall be permitted without charge per fiscal year (April through March). Distributions in excess of 12 shall be subject to a \$5 charge per check written.

Ratified by Foundation Board of Directors on: _____