

# Request for Disbursement

Requested By:	Date:
Foundation Fund:	
Expense Account:	Amount: \$
Made Payable to:	
<input type="checkbox"/> Hold Payment for pick-up	
<input type="checkbox"/> Call when check is ready	
<input type="checkbox"/> Send payment to:	
Name:	
Address:	
City/State/Zip:	
This disbursement covers the cost/services of:	
<b>Original substantiating documentation (receipts, invoices, etc.) MUST be attached. Expenses must be in accordance with donor or grant restrictions.</b>	

Is this a stipend? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, is the payee a college employee (includes hourly, college assistants, regular employees)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes/Yes, Foundation check <u>must</u> be made payable to PCC and stipend paperwork and payment processed through Human resources/ Fiscal Services.
If Yes/No, please attach completed W-9 (unless W-9 previously submitted). (Note: No Foundation stipend check will be issued without W-9 form for payee on file with the Foundation office.)

Authorized approval – Two (2) signatures are required:

Name:	Signature	Ext.:
Name:	Signature	Ext.:

PLEASE ALLOW 5 BUSINESS DAYS & CALL AHEAD (EXT: 7065) TO INSURE THAT YOUR CHECK IS READY.

**\*\*Funds created by or whose spending authority includes PCC faculty, staff or administrators whose purpose is to support a division or department of the college, or educational or professional development of a PCC employee, must include signature authorization of the current dean or vice president of the division or department. In the case where the fund documents contain signature authority for a former dean or vice president that is no longer serving in their capacity, signature authority is deemed to have passed to the current dean or vice president or interim dean or interim vice president until such time as new signatures have been received.**