



Committed to making a difference in the lives of children in our community and beyond through our time, talents, and treasures

REQUEST FOR RELEASE OF FUNDS

Date: _____

Please make check payable to: _____

In the amount of: \$ _____

Purpose of Disbursement: _____

Approval was given at: Board Meeting General Meeting Email

Date of Approval: _____

Included in Budget line item: _____
(write none, if item was not budgeted)

Please Send Check to

Contact Name (Attn): _____

Street Address: _____

City, State, Zip: _____

Not for Profit 501(c)(3): If YES Tax ID Number: _____

Member Making Request: _____

Officer(s) Approving Request: 1. _____
(2 officers required if Budget line item is none) 2. _____

- 1 - Is it the TRUTH?
- 2 - Is it FAIR to all concerned?
- 3 - Will it build GOODWILL and BETTER FREINDSHIPS?
- 4 - Will it be BENEFICIAL to all concerned?

Check Date: _____ Check #: _____