



GRANT REQUEST FORM

All grant requests must be submitted by 4:00pm on Thursdays. Checks will be processed by Thursday of the following week. Send completed forms accompanied by original receipts, invoices, order forms or other documentation with the request. Failure to provide complete information could delay processing.

Date _____

Amount _____

Check Payable To _____

Street Address _____

City, State, & Zip _____

Description _____

Account / Invoice # _____

Is this a reimbursement? _____ *All reimbursements must be signed off by another fund representative*

Contact Name _____

Contact Phone _____

Contact Email _____

Fund Representative(s)
