

Limited distributions for program related expenses can be made from a Fund when documentation is presented to the Foundation that clearly outlines the charitable purpose of the distribution.

- Distributions from charitable funds must be made to a vendor; **distributions to individuals are prohibited by law.**
- **An invoice or receipt is required.** Please attach such documentation to this distribution request.

Today's Date: _____

Name of Fund representative completing this form: _____

Name of Fund: _____

Amount to be paid: \$ _____

Name of Vendor to be paid: _____

Mailing Address, City, State, ZIP: _____

Phone: _____ Vendor's Contact Person: _____

Description of expense: _____

Special Instructions: _____

Signature of fund representative

Signature of fund representative