

Complete for Check requests only

**REQUEST FOR CHECK DISBURSEMENT**  
**THE FOUNDATION FOR IUP**  
G1 John Sutton Hall

Complete for Check requests only

DATE OF REQUEST: \_\_\_\_\_

FUND NUMBER: \_\_\_\_\_ FUND NAME: \_\_\_\_\_

**SIGNATURES OF AUTHORIZED FUND AGENT:**  
*(Must be signed by at least two fund agents to be processed)*

1. \_\_\_\_\_  
(print) (sign)

2. \_\_\_\_\_  
(print) (sign)

3. \_\_\_\_\_  
(print) (sign)

Please remit completed forms electronically to:  
[foundation-disbursements@iup.edu](mailto:foundation-disbursements@iup.edu)

AMOUNT OF DISBURSEMENT: \$ \_\_\_\_\_

ISSUE PAYMENT TO:

NAME: \_\_\_\_\_ BANNER ID: \_\_\_\_\_

BUSINESS or HOME ADDRESS (check will be mailed to this address):

\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF DISBURSEMENT *(Be specific. Must align with fund purpose).*

**READ CAREFULLY:**

- **Please Submit completed forms electronically to: [foundation-disbursements@iup.edu](mailto:foundation-disbursements@iup.edu)**
- Upon Submission, please include this disbursement request along with proper documentation including all invoices and receipts. Payment will NOT be made without proper documentation to support this request.
- Requests CANNOT be processed without TWO authorized fund agent signatures. Authorized signature cannot be same as payee.
- Checks are issued every Friday (Deadline for weekly submission is Tuesday by 4:30 pm unless otherwise advised).
- Checks will be mailed directly from the Foundation office to all individuals, businesses, and organizations.
- IUP Faculty/Staff – Checks can be picked up in the Foundation office. \*If not picked up by 10:00 am on Friday, the check will be mailed to the address listed on the check. If picking up, please note this below:

Will pick up, please contact: \_\_\_\_\_

(name & email, or phone number)