

## REQUEST FOR **DIRECT DEPOSIT** DISBURSEMENT

Complete for Direct  
Deposit requests only

THE FOUNDATION FOR IUP  
G1 John Sutton Hall

Complete for Direct  
Deposit requests only

If you are requesting Direct Deposit for the first time, please complete the "Authorization for Direct Deposit" form located on the Foundation website under forms for conducting business. Return the completed form and required voided check or deposit slip to the Foundation Office. Please, do not email your banking information.

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)

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

ISSUE PAYMENT TO:

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

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

### READ CAREFULLY:

- 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.
- Direct Deposit of Funds into your account will be issued on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month (Deadline for submission of requests will be Tuesday's by 4:30 pm unless otherwise advised).

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