

North Carolina Central University



NCCU Foundation Inc. Funds Requisition

Instructions

- 1. Complete Section A and B.
- 2. Original invoice(s) or receipt(s) must accompany request
- 3. Retain the bottom copy of the request for your records. Submit the top copy to the North Carolina Central University Foundation, Incorporated, 307 Hubbard Totton Building

Contact us by email foundation@nccu.edu

Requests received in the NCCU Foundation office by noon on Tuesday will be processed and available by noon on Friday.

Section A (FILL IN ALL BLANKS AND CHECK BOX AS APPROPRIATE)

Date _____

Person Preparing Form _____ Telephone _____

I will pick up the check

Please mail to the payee at the address provided.

Other, please explain _____

SECTION B (FILL IN ALL BLANKS)

Payee _____ Business Tax ID/EIN _____

Is payee an employee Yes No

Payee Address _____

Payment Amount \$ _____

Detailed Purpose of Expenditure _____

Foundation Account Name _____ Account Number _____

Fund Authority _____

***If Fund Authority is the same as the payee, approval of the payee's manager is required before the request is processed.**

Manager of Payee _____

Section C (FOR FOUNDATION USE ONLY)

___Request returned because of NSF ___Incomplete Information ___Request violates Fund guidelines

Check # _____ Account Code _____ Date Issued _____

Account Description _____

Approved by _____

By _____ Date mailed _____

By _____ Date picked up _____