

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. Submit a copy to the North Carolina Central University Foundation, Incorporated, 307 Hubbard Totton Building or you may submit electronically via email at foundation@nccu.edu

Requests received in the NCCU Foundation office by 12:00 PM (noon) on Friday will be processed and mailed by Friday of the following week.

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

Date _____

Person Preparing Form _____ Telephone _____

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 _____