



## Recommendation for Distribution of Funds

Date: \_\_\_\_\_

Name of Fund: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Mail To: \_\_\_\_\_

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

Purpose of Expenditure: \_\_\_\_\_

(If for a specific item/piece of equipment or estimate for services to be performed, please attach a copy of invoice or estimate of work to be completed.)

### Recommendation Made By:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

- Requests for distributions will be made by completing and signing the Community Foundation's Recommendation for Distribution of Funds (RDF) form.
- Distributions are usually processed on Fridays.
- For distributions processed on Friday, the RDF form must be received in the Community Foundation office by noon on Thursday.
- Occasionally it is necessary to process distributions on a different day than Friday. If you have a time-sensitive distribution, you may call the Foundation office to find out when distributions will be processed on a week-to-week basis, and when the RDF form must be received to be included in the process.
- Distributions may not be used to fulfill pledges or to secure benefits from the payee, such as membership dues.
- Twelve distributions are allowed per fiscal year (April through March). Distributions over twelve are charged \$5 per check written.

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Ratified by Foundation Board of Directors on: \_\_\_\_\_