



# EVENT/ FUNDRAISING DISBURSEMENT REQUEST

Please complete this form when requesting **Event or Fundraising** Program disbursements. USE ONE FORM FOR EACH PAYEE. See our website for the Instruction Sheet, Fee Schedule and Activity Code Sheet for additional information. Allow 3-5 business days for processing. Invoices and receipts must be included. If you have general program disbursements not related to an event or fundraising, please use the Disbursement Request Form.

**1. Program Name:** \_\_\_\_\_ **Program Account #:** \_\_\_\_\_

**2. Payable to [Name & Address]:** \_\_\_\_\_ **Vendor ID (Office Use Only)** \_\_\_\_\_

\_\_\_\_\_ **Total Requested:** \$ \_\_\_\_\_

\_\_\_\_\_ **Send Check to:**  Payee  Separate Address: \_\_\_\_\_

**3. Special Processing & Delivery OPTIONAL - Additional fees apply.**

Processing:  Expedited Processing (1-2 business days) \_\_\_\_\_

Delivery\*:  Fed Ex (Overnight)  Priority Mail  Bank Wire

\*Will be processed in 3-5 business days unless a Processing Option is also selected.

**4. Common Activity Codes:** [See Activity Code Sheet for additional codes.]

Amount	Code	Description	OFFICE USE	Amount	Code	Description	OFFICE USE
\$ _____	5610	Event Facilities & Services	<input type="checkbox"/> 1099	\$ _____	7045	Fundraiser Food & Beverage	
\$ _____	5615	Event Food/Drink		\$ _____	7050	FR Promo/Giveaways/Auctions	<input type="checkbox"/> 1099
\$ _____	5620	Event Supplies Other		\$ _____	7060	Fundraising Administrative	<input type="checkbox"/> 1099
\$ _____	5625	Event Prizes/Giveaways/Promo	<input type="checkbox"/> 1099	\$ _____	7070	Fundraising Entertainment	<input type="checkbox"/> 1099
\$ _____	5630	Event Works/Entertainment	<input type="checkbox"/> 1099	\$ _____	7080	Fundraising Travel	
\$ _____	5640	Event Insurance		\$ _____	7120	Fundraising Equipment	
\$ _____	7010	Fundraising Printing	<input type="checkbox"/> 1099	\$ _____	7130	Fundraising Ads, Media, Website	<input type="checkbox"/> 1099
\$ _____	7020	Fundraising Postage		\$ _____	7140	Fundraising Insurance	
\$ _____	7030	FR Facility Rent & Occupancy	<input type="checkbox"/> 1099	\$ _____	7200	Fundraising Sub Contract	<input type="checkbox"/> 1099
\$ _____	7040	Fundraising Supplies		\$ _____			<input type="checkbox"/> 1099

**5. Justification: (How this expense furthers your charitable purpose)** \_\_\_\_\_

**6. Memo: (Note to be placed on check memo line)** \_\_\_\_\_

**7. PROGRAM MANAGER ATTESTATION:** I certify that none of the above named payees is a donor to my Program, nor does any donor have any advisory privileges as to my Program or the investments thereof. I further certify that none of the above persons is a family member of a donor to my Program (this includes spouses, siblings (by the whole or half blood), and their spouses, children, grandchildren, great grandchildren and spouses of children, grandchildren, or great grandchildren). If the named payee is an organization, I certify that no donor to my Program, nor any person related to the donor, owns 35% or more of such organization directly or indirectly. United Charitable's Board of Directors reserves the right for final approval.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Invoice ID: _____	Poster/Printer Initials: _____ Date: _____
Initiator/Entry Initials: _____ Date: _____		<input type="checkbox"/> Fees entered on log/Amt correct/Prog correct/Initiator&Approval Controls
Cash Bal \$ _____ Cash in Transit \$ _____ <input type="checkbox"/> Extranet		Fees Booked: _____ Date: _____
Verified Char. Status: <input type="checkbox"/> Yes <input type="checkbox"/> No LgDonLtr <input type="checkbox"/> Yes <input type="checkbox"/> No		Check#/Wire Date: _____ <input type="checkbox"/> Closed Task
<input type="checkbox"/> Tasked/Cash sufficient/Back up/Char status confirmed/Usage approved/GL/1099		<input type="checkbox"/> 1099 Confirmed <input type="checkbox"/> Issued Check
Review/Approved Initials: _____ Date: _____		Fees: \$ _____ Expedited \$ _____ Other: _____
<input type="checkbox"/> Tasked/Cash sufficient/Back up/Char status confirmed/Usage approved/GL/1099		\$ _____ Priority \$ _____ FedEx \$ _____ Wire