

Notice to signors:

Please be aware of the following rules regarding payments from the UW-Whitewater Foundation, Inc.

- **All reimbursements require appropriate receipts or other back-up paperwork
- **Any mileage paid should not exceed the maximum rate allowed by the University.
- **No donations to other not-for-profit agencies are allowed from Foundation funds.
- **The Foundation will attempt to recover any funds dispersed in a fraudulent manner, and will work with the internal audit staff at the University when deemed appropriate.

**UW-WHITewater FOUNDATION, INC.
CHECK REQUEST**

DATE _____

PAYEE _____ SS/ID# _____
 ADDRESS _____

(If you are collecting/receiving funds to cover all or part of this check request it is an income generating exp.) Questions: call Karen Bava at (262) 472-5760	Sales Tax Generating Exp	\$ _____
	Departmental Expense	\$ _____
	CHECK TOTAL	\$ _____

FUND NUMBER _____ FUND NAME _____
 Purpose of check _____

By signing below you affirm that this request is consistent with the rules regarding payment from the UW-Whitewater Foundation.

 Authorized signature Dean's Signature
 RETURN VIA INTERCOM MAIL CALL FOR PICK-UP PHONE# _____

ALL CHECKS WILL BE RETURNED TO REQUESTOR