

OMIT STAPLES PLEASE

Please refer to 'Guidelines for Use of Foundation Funds' regarding payments from UW-Whitewater Foundation, Inc. Please read the 5 conditions below as requirements for payment have changed effective immediately.

- **Requestor and Dean Signatures **must both appear** and be accompanied by printed names.
- **All reimbursements require appropriate **receipts to be retained by the UW-W Foundation, Inc.**
- **Mileage paid cannot exceed the maximum rate allowed by the IRS guidelines.
- **Payments as donations to other not-for-profit agencies are NOT 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 _____ ID# Attach W9 if SS # required _____

ADDRESS _____

Questions: call Molly Parrish at (262) 472-5760 CHECK AMOUNT \$ _____

FUND NUMBER _____ FUND NAME _____

Attach Invoice & State Purpose of check: _____

By signing below you affirm that this request is consistent with the rules regarding payment from the UW-Whitewater Foundation, Inc. Please refer to Guidelines for Use of Foundation Funds.

Printed Name + Requestor Signature Printed Name + Dean/Division Head Signature

Return Check to: PHONE _____ EMAIL _____

All checks will be returned to requestor. Back up will be retained by UW-W Foundation

Questions: Call Molly Parrish at (262) 472-5760 Email: parrishm@uww.edu

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