



# Disbursement Request

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Cheques are processed twice a month (15<sup>th</sup> and month end).  
Please allow two weeks for disbursement.

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

Name of fund: \_\_\_\_\_

Amount of disbursement: \_\_\_\_\_

Person(s) authorizing disbursement: \_\_\_\_\_

Recipient name: \_\_\_\_\_

Recipient charitable number: \_\_\_\_\_

**NOTE: IF YOU HAVE ISSUED A GRANT TO THIS RECIPIENT PREVIOUSLY, THE INFORMATION BELOW IS NOT REQUIRED.**

Recipient's address: \_\_\_\_\_

Recipient's telephone: \_\_\_\_\_

Designation/special instructions: \_\_\_\_\_

Please indicate "yes" if anonymous: \_\_\_\_\_

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*Office use only*

Cheque Number: \_\_\_\_\_

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

Transaction number: \_\_\_\_\_