

Disbursement Request

Cheques are processed twice a month (on the 15th and at month end)
Please allow two weeks for disbursement.

Date: _____

Name of fund: _____

Amount of disbursement: _____

Person(s) authorizing disbursement: _____

Recipient name: _____

Recipient charitable number: _____

Recipient's address: _____

Recipient's telephone: _____

Designation/special instructions: _____

Is this disbursement anonymous? _____

Additional Comments