



# FORT LEWIS COLLEGE FOUNDATION

1000 Rim Drive  
Durango, CO 81301  
(970) 247-7121  
(970) 247-7179 (fax)

## CHECK REQUEST FORM

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

Payable To: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Vendor ID / Social Security Number / Federal ID: \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Fund Name/#: \_\_\_\_\_ / \_\_\_\_\_

Fund #                      Amount

Fund Name/#: \_\_\_\_\_ / \_\_\_\_\_

Fund #                      Amount

Invoice Number: \_\_\_\_\_

Description/Explanation: \_\_\_\_\_

\_\_\_\_\_

- Delivery:     Mail to Above Address                       Campus Mail
- Hold for Pick Up                                       Call for Pick Up

Submitted by: \_\_\_\_\_

Name

Phone

\_\_\_\_\_

Campus Address

*As signer I certify that the above expenditure is in compliance with account restrictions for the Foundation fund listed and that substantiating documentation is attached to this disbursement form. I ensure the payee is not a relative of the Dean/Director or any account representative.*

Approval: \_\_\_\_\_

Fund Contact Person, Title (signature only)

Approval: \_\_\_\_\_

Dean, VP, or Student Activities Director, Title (signature only)

*Check requests over \$2,500 require 2 signatures.*