



FUND WITHDRAWAL REQUEST

INSTRUCTION

1. Complete ALL sections.
2. Original invoice(s) or receipt(s) must accompany request. If you are submitting multiple receipts, please provide a summary on a separate sheet. Please tape the receipts on a separate sheet of paper without covering the ink.
3. Submit a completed copy of this form to the WOU Foundation at **FoundationWithdrawal@wou.edu**
4. Retain a copy of the request for your records.
5. PLEASE ALLOW TWO WEEKS FOR PROCESSING AT THIS TIME.
6. **Note: Western Oregon University Foundation cannot be utilized for salaries unless the recipient is employed by the foundation or donor specifically designates funds.**

Questions? Call 8-8281 or email FoundationWithdrawal@wou.edu

A. ACCOUNT NAME _____ NUMBER _____
 ACTIVITY # (If applicable) _____ GRANT # (If applicable) _____

- I will pick up the check. Note: Foundation checks will not be sent via campus mail.
- Please mail to the payee at the address provided.
- Other, please explain: _____

B. AMOUNT OF WITHDRAWAL: \$ _____ INVOICE # _____
 (Explain and attach documentation for expenses)
 PURPOSE OF WITHDRAWAL: _____

Payee Identification (Check One)

- V# (REQUIRED if Staff or Student) _____ Form W-9 Attached
- Form W-8BEN/W-8BEN-E Attached (Foreign Vendor) Not necessary (Form W-9 / W-BEN is on file)

CHECK PAYABLE TO: Name: _____
 Mailing Address: _____

C. SIGNATURES REQUIRED WHERE NOTED:

	<u>Print name here</u>	<u>Phone</u>	<u>Signature</u>	<u>Date</u>
<input type="checkbox"/> Person Preparing Form	_____	_____	_____	_____
<input type="checkbox"/> Person Authorizing Withdrawal	_____	_____	_____	_____
<input type="checkbox"/> Second Authorizing (If required for account)	_____	_____	_____	_____

If person authorizing the withdrawal is the same as payee, approval of the payee's manager is required.

- Manager of the Payee _____

*******For Foundation Use Only*******

GL Account Number _____	Amount _____	AVAILABLE _____
_____	_____	_____
_____	_____	Initial for Coding _____

Foundation Approval: _____ **Date:** _____

PROCESS FOR WITHDRAWING FUNDS FROM A WOU FOUNDATION ACCOUNT

Note: All WOU Foundation fund withdrawal requests must be accompanied by a WOU Foundation Fund Withdrawal Request Form. This form is available by going to the Foundation [Campus Forms](#) page. You may also pick up forms in the Foundation Office, The Cottage. The form must include contact information for the initiator of the request and be signed by the person(s) authorized to sign for withdrawals from the Foundation account.

Send a check to a vendor:

All new vendors to the Foundation are required to complete a W-9 or W-BEN before any check can be processed. Please obtain this information from the vendor before requesting a check. Complete the Fund Withdrawal Request Form made "Check Payable To" the Vendor and include all original invoices to be paid.

Personal funds reimbursement:

Complete the Fund Withdrawal Request Form and bring the form to the Cottage with the invoice/receipt for the purchase. Make the "Check Payable To" the person being reimbursed. The manager of the person being reimbursed must also sign to authorize the payment.

Use a WOU Foundation Credit Card to make your purchase:

Please contact the foundation accounts payable at 8-9324 for assistance. Your item may be purchased using a Foundation credit card and the amount of the purchase will be deducted from your Foundation account at the end of the credit card billing cycle. Bring a completed WOU Foundation Fund Withdrawal Request Form (Make the "Check Payable To" the Vendor) to the Cottage along with any information required to contact the vendor (phone number, URL of web page where Shopping Cart may be found, etc.). Tell the person at the front desk that you want to make a credit card purchase and charge your WOU Foundation account. If you choose this option you will need to make sure that you obtain a receipt for the purchase from the vendor.

Reimburse a University Index:

University indexes can be reimbursed with Foundation accounts. Complete the Fund Withdrawal Request Form, make the "Check Payable To" Western Oregon University and include the index to be reimbursed. All foundation deposits to WOU indexes will be coded to account code 03651.

Cash Advance:

For a cash advance from your Foundation account, complete a Fund Withdrawal Request Form making the "Check Payable To" the person to receive the advance. You will be required to submit receipts totaling the amount of the withdrawal and/or return all cash not used. *Cash advance requests MUST be received at least two weeks in advance of date cash is needed.*