

Disbursement Policy and Authorization for Disbursement Form

Disbursement requests are processed monthly. All disbursement documentation is due at least 30 days before the event. Forward completed form to the Foundation Office.

- 1. The department/office requesting payment must submit an authorization for disbursement form. The following must accompany the completed disbursement form:
 - Signature of the authorized account administrator/requestor and dean or director
 - Precise description of all expenditures
 - Bid or invoice (if applicable)

YES

LDCC FOUNDATION. Revised 1/2022

- Estimated expense, when exact amount is not known
- Original expense receipts submitted for reimbursement of pre-approved request to the Foundation
- All supporting documentation necessary to demonstrate that the expenditure meets Foundation guidelines and/or donor intent, i.e., contracts, MOU's, donor agreements, etc.
- 2. All disbursement requests with accompanied documentation will be reviewed and an approval or disapproval will be sent through email.

PROJECT TITLE: DEPARTMENT: REQUESTING DATE:		REQUESTING AGEN	REQUESTING AGENT:	
		CAMPUS: AMOUNT:		
ITEM DESCRIPT		IPTION/PURPOSE	TOTAL COST REQUSTED	
		TOTAL:		
ADDDOVED	DENIED			
APPROVED	DENIED			
		SIGNATURE APPROVAL		
the fund being charged a funding to help maintain the above expenses have	and serve to benefit an a excellence in academic been paid by any othe	authorized program or to support c and workforce education of Lou er funding sources. If any of the al	mentation attached are for the purpose of the college, its faculty and staff with isiana Delta Community College. None of pove expenses are reimbursed by any other	
funding source, the reim herein.	bursement will be imm	ediately forwarded to the LDCC F	oundation for credit to the fund charged	
nerein.				
Requestor:		Date:		
Department Head:		Date:		
Foundation Director:			Date:	
Foundation Board Office	r:	Date:		
		FOUNDATION USE ONLY		
DATE PAID:	FUND:	AMOUNT: \$	CHECK #:	
FUNDS AVAIALBLE:		,,	1	