



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)
 - 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:	REQUESTING AGENT:
DEPARTMENT:	CAMPUS:
REQUESTING DATE:	AMOUNT:

ITEM	DESCRIPTION/PURPOSE	TOTAL COST REQUESTED
	TOTAL:	

APPROVED		DENIED	
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SIGNATURE APPROVAL

I hereby certify or affirm the following: The above expenses requested with documentation attached are for the purpose of the fund being charged and serve to benefit an authorized program or to support the college, its faculty and staff with funding to help maintain excellence in academic and workforce education of Louisiana Delta Community College. None of the above expenses have been paid by any other funding sources. If any of the above expenses are reimbursed by any other funding source, the reimbursement will be immediately forwarded to the LDCC Foundation for credit to the fund charged herein.

Requestor: _____ Date: _____
Department Head: _____ Date: _____
Foundation Director: _____ Date: _____
Foundation Board Officer: _____ Date: _____

FOUNDATION USE ONLY

DATE PAID:	FUND:	AMOUNT: \$	CHECK #:
FUNDS AVAILABLE: ____ YES ____ NO			