**FY2019-2020**

**Approved Grants**

**Seattle Rotary Service Foundation (SRSF) payment request for SRSF Board Approved Grants.**

**Service Committee Grant Payment Request**

Date of Request:

Service Committee Name:

2019-2020 Service Committee Chair Name, Phone and Email:

Project Advocates Name, Phone and Email:

Name of the Grant:

Assigned Grant #:

Name of the Institution Benefiting from the Grant:

If a District Matching Project Name of Lead Partner Club:

Disbursement Requested by Including Rotary Position:

Payee’s Tax Identification Number:

Payee’s tax Type: Individual/Corporation/Non-Profit/LLC/Other:

**Type of Payment: [ ] Check [ ] Wire (only for international grants)**

**For Checks:**

 Payee:

 Memo Line: (Name of the Project)

 Amount:

 Addressee:

 Address:

 City, State & Zip Code:

**For Wire Transfers:** Only for International Wires

Complete the information required by our Bank. We will need the beneficiaries as well as the beneficiary’s banks physical address and contact name and phone.

If the payment is going to a Non-Governmental Organization (NGO), is an invoice from the NGO for the grant attached? [ ] Yes [ ] No [ ] N/A

*Send completed form to* foundation@seattlerotary.org *for processing.*2019-2020 Service Committee Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**---------------------------------------------Below For SRSF Use Only-----------------------------------------------------------------------**

SRSF Grant Committee Chair Approval Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

***SRSF Approval Check List:***

*[ ] Grant Committee double checked the Grant was approved for the amount requested.*

*[ ] Grant Committee Uploads approved request to Air Table for distribution sends a copy to the finance committee chair*

*[ ] Grant Committee informs Committee Chair and Advocate that the request was submitted and that they will be notified when the funds are dispersed.*

***Accounting:***

*[ ] Bookkeeper creates check, and thank you letter and move the request to pending signature Disbursement File. The approval form, letter and any supporting documentation is attached to the QuickBooks transaction.*

*[ ] Staff prints check, thank you letter, envelope and authorization to take to Rotary for signatures and mailing.*

*[ ] Once mailed Staff will move the request to the Completed Disbursement File in OneDrive and notifies the committee chair, advocate and grant committee the date the funds are sent.*