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

**Service Committee Grant Payment Request**

Date of Request:

Service Committee Name:

Service Committee Chair Name, phone and email:

Project Advocates Name, phone and email:

Name of the 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**

**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 the SRSF Grant Committee chair. The 2018-19 Grant Committee Chair is Lauren Domino* *l.domino@seattlefoundation.org**. and send a copy of the form to* foundation@seattlerotary.org *for archiving.*

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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 OneDrive for distribution and notifies the finance committee chair the request is ready to go.*

*[ ] 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.*