**PAYMENT REQUEST FORM**

**SRSF Board approved grants**

**Please submit this form at the time the project is ready to start and use the approved funds.**

Date of Request:
Service Committee Name:

Service Committee Chair Name, Phone and Email:

Project Advocate’s Name, Phone and Email:

Name of the Grant:

Name of the Institution Benefiting from the Grant:

Payee’s Tax Identification Number:

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

**Type of Payment requested: [ ] Check [ ] Wire**

**For Checks:**

 Payee:

 Memo Line: (Name of the Project)

 Amount:

 Addressee (Name of person to mail check to):

 Address:

 City, State & Zip Code:

**For Wire Transfers:**

 Name of Account Holder:

 Mailing Address:

 Bank Name:

 Bank Branch:

 ABA or Swift Code: (Please note: specific banks have additional info requirements)

 Account Number:

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 Lauren Domino* ***l.domino@seattlefoundation.org*** *and to* **foundation@seattlerotary.org** *for archiving.*

------------------------------------------------------------------------------------------------------------------------------------------

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.
( ) Grant Committee confirmed that all progress and final reports for prior year grants sponsored by the committee have been received.*

***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.*

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

*[ ] Once mailed, the Finance Chair 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.*