

**FOR OFFICE USE ONLY**

Event Form # \_\_\_\_\_

Event/Campaign Name \_\_\_\_\_

Voucher tied to campaign \_\_\_\_\_

**DISTRIBUTION RECOMMENDATION FORM**

**Request Type**

**Date of Request:** \_\_\_\_\_

☐ **GRANT** – Funds given to a charity or sponsoring organization but cannot be given to an individual. Minimum of \$500. Submit to [melissa@centralkansascf.org](mailto:melissa@centralkansascf.org) or for scholarships [brandi@centralkansascf.org](mailto:brandi@centralkansascf.org)

☐ **PAYABLE/REIMBURSEMENT** (Include W-9 first time) – Operational expenses – Submit to [melinda@centralkansascf.org](mailto:melinda@centralkansascf.org)

**Fund Advisor/Selection Committee Representative Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Foundation Name:** \_\_\_\_\_

**Fund Name:** \_\_\_\_\_

**Amount: \$** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**SDG Goal:** \_\_\_\_\_

- Unsure, check here: <https://sdgs.un.org/goals>

**Is this invoice directly related to an event or campaign?** \_\_\_\_\_

**IF YES, Name of event or campaign** \_\_\_\_\_

**Payee Information**

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**If Interfund Transfer, Fund receiving transfer:** \_\_\_\_\_

The check will be sent to payee unless otherwise provided instructions below. Please anticipate 7-10 business days once provided to CKCF for completion of any check request.

**Instructions for mailing:** \_\_\_\_\_

**Requesters Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Please return a copy to the Central Kansas Community Foundation and retain one for your files.

400 S. Main, Suite 100, Newton, KS 67114 or email (scanned version)  
to [melinda@centralkansascf.org](mailto:melinda@centralkansascf.org) (payables), [melissa@centralkansascf.org](mailto:melissa@centralkansascf.org) (grants),  
[brandi@centralkansascf.org](mailto:brandi@centralkansascf.org) (scholarships) or [angie@centralkansascf.org](mailto:angie@centralkansascf.org) (CEO)  
316-283-5474

*Please attach back-up documentation that includes but is not limited to minutes, email communication, donor/committee member names, W-9, and this recommendation form.*