



## Program Expense (Distribution Request)

4745 Wheaton Dr., Suite 100 • Fort Collins, Colorado, 80525 • Phone 970-224-3462 • Fax 970-488-1990

---

Limited distributions for program related expenses can be made from a Fund when documentation is presented to the Foundation that clearly outlines the charitable purpose of the distribution.

- Distributions from charitable funds must be made to a vendor; **distributions to individuals are prohibited by law.**
  - **An invoice or receipt is required.** Please attach such documentation to this distribution request.
- 

*Pursuant to the terms of the Fund which has been established, I hereby request that the Community Foundation of Northern Colorado distribute the following out of the income of the Fund:*

**Today's Date:**

**Name of Fund representative completing this form:**

**Name of Fund:**

**Amount to be paid: \$**

**Name of Vendor to be paid:**

**Mailing Address, City, State, ZIP:**

**Phone: (     )**

**Vendor's Contact Person:**

**Description of expense:**

**Special Instructions:**

*I recognize that this request is not binding upon the Community Foundation and that any funds will be allocated by the Board of Trustees in accordance with the Community Foundation's procedures and policies.*