



MPC

FOUNDATION

MONTEREY PENINSULA COLLEGE

Faculty and Staff Advancement Awards Check Request Form

Complete form, then scan and attach all relevant documentation (i.e., conference registration information, air travel expenses, receipts, etc.). Send your completed form and all documentation to fasa@mpc.edu. Keep/save a copy of the complete form and attachments for your records.

Faculty and Staff Advancement Awards Terms of Grant

- All grantees are required to use the funds for the purpose awarded or return the funds to the MPC Foundation within nine months of the grant. Checks will be paid upon the receipt of this form and supporting documentation.
- A final report must be completed by the Grantee and submitted to the MPC Foundation within 30 days of the completion of your project or 30 days of the receipt of your final payment, whichever is later.

Amount Awarded \$ _____

Check Request Amount \$ _____

Date: _____

Payee Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

Check Requested By: _____

Date Check Needed By: _____

Mail Check to Payee: ___ Hold Check for Pick up: ___

For Office Use Only

Date Received by Foundation: _____

Amount Available: _____

Fund Name: _____

GL: _____

Checked by Accounting: _____

Date: _____

Check Request Approved by: _____

Date: _____

Supporting Documents Attached? Yes No