

MONTEREY PENINSULA COLLEGE FOUNDATION
Faculty and Staff Advancement Awards
Check Request Form

Complete form and attach all relevant documentation (i.e. conference registration information, air travel expenses, etc.). Make a copy of form and relevant material for your records.

Faculty and Staff Advancement Awards Terms of Grant:

- *All Grantees are required to use the funds for the purposes awarded or return the funds to the MPC Foundation within nine months of the grant. Checks will be paid to the Grantee and distributed by the MPC Foundation upon receipt of supporting documentation. Supporting documentation is required before distribution of award.*
- *A final report must be completed by the Grantee and returned to the Foundation within nine months of grant.*

Semester/Year: _____

Amount Awarded: \$ _____ **Check Request Amount:** \$ _____

Date: _____

Payee Name: _____

Street Address: _____

City, State, Zip: _____

Phone No.: _____ **Email:** _____

Check Requested by: _____

Reason for Award: _____

Date Check Needed by: _____ **Mail Check to Payee:**

Hold Check for Pick up:

FOR OFFICE USE ONLY

Date Received by Foundation: _____

Purchase Order No.: _____ **Amount Available:** _____

Fund Name: _____ **GL:** _____

Checked by Accounting: _____ **Date:** _____

Check Request Approved by: _____ **Date:** _____

Supporting Documents Attached? Yes No

Notes: