

Instructions for completing Trust Fund Withdrawal form

1. Complete all appropriate fields by typing the information directly onto the form on the computer.
2. Print form from computer.
3. Make a copy of the form for your file before sending it to the Foundation for processing. **Copies of the form will not be returned to the departments once they have been processed.** Payment information (check number and date paid) will be received by the department with the monthly accounting reports.
4. Obtain the appropriate signatures on the form. **The Person Authorizing Withdrawal must now print their name AND sign the form.** Forms received without the appropriate signatures will be returned to the requesting department.
5. **Please allow at least 10 working days from receipt of the form by the Foundation** for the Foundation to process the TFW. Checks are processed once a week usually near the beginning of the week for TFWs received the previous week. The Foundation **does not** process “Rush” check requests.
6. Checks are not returned to the departments to be mailed. All checks are mailed from the Foundation office. If you have an extenuating circumstance and must mail the check, you will need to come to the Foundation office to pick up the check and sign that you have received it. Please note on the TFW that you need to pick up the check to be mailed.
7. If the request is to pay an outside Vendor only the original invoice is needed **IF** there is an invoice # on the invoice. If the invoice does not have an invoice # then an extra copy of the invoice is needed to be mailed with the check.
8. If travel is involved, a copy of the RTA **and** Travel Reimbursement Voucher must be attached with receipts for all expenditures. The Foundation does not reimburse per diem for meals, only actual expenses. Please keep all receipts when traveling. **No exceptions to this policy will be made.**
9. If reimbursement is being requested from State and Foundation for travel expenses, do not submit a TFW for the Foundation reimbursement until the State reimbursement has been received. The Foundation will verify with Accounts Payable that a State reimbursement has been issued before a Foundation reimbursement will be processed.
10. **All receipts for meals, tolls, etc must be attached with tape to an 8x11 sheet of paper.** Several receipts can be attached to the front & back of the same sheet of paper. Please make sure that all relevant information can be seen. Do not tape

over any information on the receipts as this causes the information to be unreadable. Also, please **do not use highlighters** on the receipts as this also causes the information to be unreadable. Documentation received incorrectly will be returned to the originating department for correction before further processing. This procedure is necessary in order to allow the documentation to be scanned.

11. Receipts are required for **all** purchases unless it is customary to not receive a receipt (automatic car washes, tips, etc). In these cases, a written itemization is needed as documentation and must be signed and dated by the person requesting reimbursement.
12. All reimbursement requests, travel and personal, must be submitted within 60 days of the date of travel or the date the expense was incurred.
13. **Paper-clip** all documentation to the TFW.
14. For further instructions, please see the Travel & Expense Policy located on our website.

If you have any other questions concerning the completion of this form, please call the Foundation office at ext 2031 or ext 2033.