Please use this form when requesting funds from an account held by the WSU Foundation. Instructions:

1. Complete all applicable items.
2. **Attach appropriate documents** which verify that the expenditure(s) support the University's academic mission.
3. Submit one voucher per check. Multiple charges and accounts may be submitted on one voucher.
4. Use this form only for disbursement of funds held by the WSU Foundation.
5. **Return all 3 copies** to WSU Foundation, Development Office. Pink copy will be returned to originator after check has been processed.

<table>
<thead>
<tr>
<th>WSU Foundation Account No.(s)</th>
<th>Explanation of Use of Funds (attach receipts)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number &amp; Account Name</td>
<td>Provide explanation and purpose of expenditure(s)</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $  

Requested by: ___________________________ Print name

Signature ___________________________ Date __________

Department Name & Address

Approved by:

Department Chairman ___________________________ Date __________

College Dean ___________________________ Date __________

FOR OFFICE USE ONLY

Development Office ________
Foundation Treasurer_______

Check No. ___________________________ Date __________

White-WSU Foundation Copy Yellow-Payee Copy Pink-Originator Copy

For questions on completing this form contact Phil Sonnenberg @ 507-457-5518 or psonnenberg@winona.edu