



Disbursement Authorization

Please Note: Regular distributions from endowed accounts that have elected automatic distributions are transferred to appropriate UNT spending accounts on a quarterly basis. All other requests for disbursements from Foundation accounts must be accompanied by this form, which includes the account holder's original signature and verification statement. Completed forms may be Faxed to 369-7111. E-mail and telephone requests will not be accepted.

TO: UNT Foundation, 218 Gateway Center

FROM (Account Holder): _____ Amount: \$ _____

Account Name: _____ Number: _____

☞☞☞☞ Please select ONE of the following ☞☞☞☞

This is a Scholarship Award

Student's Name: _____ SSN: _____

Check to UNT Account # _____ (Scholarship Awards are NOT made directly to Students)

This is a Transfer

TO UNT or Foundation Account # _____ Reason for Transfer: _____

Pay the Attached Invoice(s) to:

(Vendor Name): _____

*** Please attach receipts, invoices, statements, etc., as documentation ***

I hereby certify that this disbursement conforms to the criteria described in the Memorandum of Understanding, or other guiding documents, for this fund.

Signature of Account Holder _____ Department _____

Phone Number: _____ Today's Date _____

Send me a confirmation that this transaction has been completed? YES!
The E-mail address to use is _____ CC E-mail _____

Completed on _____ By _____