

# Grant Distribution Form

Once your department decides which grants request you will support you must go to the bank with this form to distribute the funds. A representative from the granting department and receiving entity must be present. Ensure that the appropriate documents are attached. Once the bank receives the approved grants, the bank will immediately transfer the approved funds to the grant recipient and send both entities a copy of the receipt for their records.

<b>Receiving Organization's Name</b>	<b>Amount Distributed</b> \$ _____
<b>Describe &amp; Itemize How Grant Proceeds Will Be Used:</b>	
<p>I, _____, authorize the Banking Center to disburse \$_____ to _____ out of the fund of the _____.</p>	
<p>_____</p> <p><i>Department Member</i></p>	<p>_____</p> <p><i>Date</i></p>
<b>At the Banking Center:</b>	
<p>Present all supporting ordinances or resolutions, minutes, and the Grant Application to the Banking Center Counselor. Funds will be made available immediately.</p>	
<b>Banking Center Use Only:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify that the form has not been processed or stamped</li> <li><input type="checkbox"/> Verify Grant approval</li> <li><input type="checkbox"/> Ensure representatives from both entities are present</li> <li><input type="checkbox"/> Stamp Distribution Form</li> </ul>	<b>Banking Center Stamp:</b>       <p style="text-align: center;">This form is invalid if previously stamped here by the Banking Center.</p>