## **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.

Receiving Organization's Name	Amount Distributed
	\$
Describe & Itemize How Grant Proceeds Will Be Used:	
I,, authorize the Bankin	g Center to disburse \$ to
out of the fund of the	
Department Member	 Date
	Duic
At the Banking Center:	
Funds will be made available immediately.	es, and the Grant Application to the Banking Center Counselor.
Banking Center Use Only:	Banking Center Stamp:
□ Verify that the form has not been processed or stamped	Dunning Center Stamp.
□ Verify Grant approval	
<ul> <li>Ensure representatives from both entities are present</li> <li>Stamp Distribution Form</li> </ul>	
□ Stamp Distribution Form	
	This form is invalid if previously
	stamped here by the Banking Center.