

Peru State College

Request for payment/funds from the Peru State College Foundation

- Write Check to College
- Write Check to Vendor/Individual

Date submitted:

Department requesting payment:

Department representative:

Event:

Foundation Account Number/Name:

Invoices (please list all items along with description of purchase/request.
Complete one sheet for each foundation account number):

Request for payment form and invoices must be received by the 5th of the month to receive payment by the 30th of the month.

Signatures:

Department Requestor: _____ Date: _____

Dean/Director/Group Advisor: _____ Date: _____

Note to foundation accounting from the treasurer:

Foundation use only:

Date: _____ Treasurer Signature: _____

Comments:

Please email along with supporting documentation/invoices to
BillFoundation@peru.edu