MGSU Foundation

Office of Development & Alumni Affairs
100 University Parkway A-209
Macon, GA 31206 -5145 478-471-2732
brenda.hopper@mga.edu

Disbursement Request

Expenditures included in the approved MGSU Foundation budget do not need further approval. Submit the Disbursement Request, with receipts attached, to the Development Office, A-209

	Signature	Date
Initiator/Project Manager:	_____ ##	_____
Pres/VP/Division or Dept. Director:	_____	_____
MSC Foundation Executive Director:	_____	_____

Make Check Payable to:

Name: _____
SS# (if individual) _____
Address: _____
City: _____ St. _____ Zip _____

Mailing Address if Different than above:

Name: _____
Address: _____
City: _____ St. _____ Zip _____

Account Code (Leave Blank if Unknown)	**Description**	**Total**

Attach invoices and use a separate form for each payee. Return to the Office of Development and Alumni Affairs, A-229.

Subtotal	
Tax	
Misc.	
Bal. Due	