

**NEO A&M DEVELOPMENT FOUNDATION**  
**Accounts Authorization**

**Please Note: Disbursements from Foundation Accounts must be requested using this form, which requires original signatures and proper documentation. Completed forms received in the Foundation Office by 10:00 a.m. on Monday will be processed for distribution by the end of business on Tuesday.**

Requested by: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
Print Name

Account # \_\_\_\_\_ Account Name: \_\_\_\_\_

Pay the attached Invoice(s) to:

(Vendor Name): \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Expense:

**\*\*Please attach original invoice(s), If reimbursement original itemized receipt(s) as documentation\*\***

Mail Check to Vendor     Pick up check in Foundation Office     Campus Mail

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Department Chair/Director \_\_\_\_\_ Date \_\_\_\_\_ V.P./Administration \_\_\_\_\_ Date \_\_\_\_\_

This is a Scholarship Award (check will be sent to NEO A&M College Business Office for processing)

Fall     Spring     Summer

(Scholarship Awards are NOT made directly to Student)

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**OFFICE USE ONLY:**

Check#: \_\_\_\_\_ Check Date: \_\_\_\_\_

Class Code: \_\_\_\_\_ Account/Expense/Revenue Code: \_\_\_\_\_

Foundation Administrative Assistance and Foundation Director of Advancement Review approvals

\_\_\_\_\_  
Foundation Administrative Assistant    Date

\_\_\_\_\_  
Foundation Executive Director    Date

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**FOUNDATION BOARD APPROVAL**

\_\_\_\_\_  
Foundation Board Approval

\_\_\_\_\_  
Date