

PAYMENT REQUEST

This form is to request reimbursement or payment to vendor of expenses related to program and Scholarship Funds. Complete all sections and provide either an invoice or a receipt from the vendor with this form and return to Institutional Advancement, Student Services Center, L202. MCCF does not reimburse sales tax for MCCF-related purchase. Please contact the Institutional Advancement office for our tax-exempt form and for further instruction.

Please allow two weeks processing for payment requests. Questions, contact Nicole Simmons at 860-512-2903 or nsimmons@manchestercc.edu.

*Individuals requesting payment cannot approve their own request.

PAYMENT REQUEST INFORMATION

Date of request	Select only one method of delivery		
Amount	<input type="checkbox"/> Mail check to address listed below		
	<input type="checkbox"/> Transfer funds to MCC – Checks payable to MCC		
	<input type="checkbox"/> Pick up check in SSC L202 (Pickup information required, indicate below.)		
	Pick Up Name		
	Phone/Email		
Payee	Check payable to:		
Mailing Address	Number and Street		
	Apt. #/Building		
	City	State	Zip
Fund (see back)	Fund Account Number	Fund Name	
Usage Description			
Invoice attached?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

AUTHORIZATION

Requester/Program Manager signature (see back)	Printed name	Date
Designate* signature (see back)	Printed name	Date
MCCF Executive Director signature (if not Fund Authority)	Printed name	Date
MCCF Treasurer signature (if \$2,500 or more)	Printed name	Date

FOR OFFICE USE ONLY

Date Mailed: ____/____/____

Date Picked Up: ____/____/____

IA Initial: _____

Pickup Initial: _____

Account #	Fund Name	Program Manager	Dean or Designate
401	AIT	Jason Scappaticci	Duncan Harris
402	Alpha Beta Gama	Martin Hart	Tanya Millner-Harlee
137	Alumni	Diana Reid	Susan Alston
140	Annual Appeal	Diana Reid	Susan Alston
403	Art Program	Samantha Gonzalez	Tanya Millner-Harlee
165	Board Discretionary	Susan Alston	BOD Treas./Pres.
145	Brick Operating	Diana Reid	Susan Alston
432	Brick Project	Diana Reid	Susan Alston
433	Campaign 2020	Susan Alston	BOD Treas./Pres.
404	Career Program	Julie Greene	Duncan Harris
405	Community Gardens	Patrick Sullivan	Tanya Millner-Harlee
150	Hospitality	Carl Stafford	Tanya Millner-Harlee
155	Disability	Tuesday L. Cooper	Tanya Millner-Harlee
160	DARC	Tuesday L. Cooper	Tanya Millner-Harlee
406	Engineering Program	Sharale Golding	Tanya Millner-Harlee
292	Foundation Endowment	Susan Alston	BOD Treas./Pres.
170	General Administration	Nicole Simmons	Susan Alston
410	Minority Caucus Scholarships	Eddie Miranda/Elijah Oliver	Duncan Harris
411	Health & Exercise Science	Sharale Golding	Tanya Millner-Harlee
434	HFPG Ruddell Charitable Fund	Diana Reid	Susan Alston
412	Hospitality Industry Association (HIA)	Carl Stafford	Tanya Millner-Harlee
412a	Hotel/Tourism	Carl Stafford	Tanya Millner-Harlee
414	Library	Deb Herman	Tanya Millner-Harlee
415	Dehn Gallery	Susan Classen-Sullivan/Brett Eberhardt	Susan Classen-Sullivan/Brett Eberhardt
415	VEC	TBD	Susan Alston
417	Culinary Program Fund	Carl Stafford	Tanya Millner-Harlee
419	Music	Samantha Gonzalez	Tanya Millner-Harlee
420	Veterans OASIS	Ta'Shema Odoms	Duncan Harris
421	Office of Student Activities	T.J. Barber	Duncan Harris
422	Paralegal	Tuesday L. Cooper	Tanya Millner-Harlee
423	Photography	Samantha Gonzalez	Tanya Millner-Harlee
424	Manufacturing	Pam Mitchell	Tanya Millner-Harlee
427	Social Science	Tuesday L. Cooper	Tanya Millner-Harlee
435	STARS	Jason Scappaticci	Duncan Harris
436	OTA	Sharale Golding	Tanya Millner-Harlee
428	Student Affairs	Theresa Grout	Duncan Harris
175	Student Emergency	Cabinet via Susan Alston	Susan Alston
429	Student Senate	TJ Barber	Duncan Harris
430	Student/Continuing Education	Ann Bonney	Melanie Haber
180	Wine Auction	TJ Arnold	Susan Alston

If you do not see your Foundation account listed above, please contact Nicole Simmons at 860-512-2903 or nsimmons@manchestercc.edu.