



Deliver completed forms to L202 or mail to MS #6

## PAYMENT REQUEST FORM

*You must provide either an **invoice or a receipt** from the vendor with this form.  
To request awards, a memorandum is required.*

PLEASE COMPLETE ALL SECTIONS

Date:  Amount: \$

**Please select method of delivery:**

1. Mail check to address below
2. Pick up check in L202
  - a. If picking up check, please indicate:

*(Office use only)*

Date mailed: \_\_\_\_\_

Name of individual picking up check:

Date picked up: \_\_\_\_\_ Initials: \_\_\_\_\_

Phone/Email:

PLEASE COMPLETE ALL SECTIONS

Check payable to:	
Address 1:	
Address 2:	
City, State, Zip:	
MCCF Fund # and Name: <i>(see back)</i>	
Memo/Description: <i>(Expense Description)</i>	

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Signature of person requesting payment Print name      Date

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Signature of Fund Authority\* *(see back)* Print name      Date

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MCCF Executive Director signature *(if not Fund Authority)* Print name      Date

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Foundation Treasurer signature *(if \$2,500 or more)* Date

Invoice Attached:     Yes     No *(must submit with form)*

(\*Please note that the individual requesting payment cannot approve their own request.)

Contact Erin O'Neil – [eoNeil@manchestercc.edu](mailto:eoNeil@manchestercc.edu) or x2903 with questions. **Deliver completed forms to L202.**

<b>Account #</b>	<b>Fund Name</b>	<b>Fund Authority</b>
401	AIT Program Fund	Jason Scappaticci
402	Alpha Beta Gama Prog. Fund	Martin Hart
137	Alumni	Diana Reid
140	Annual Appeal	Diana Reid
403	Art Program Fund	Samantha Gonzalez
165	Board Discretionary Fund	Susan Alston
145	Brick Operating Fund	Susan Alston
432	Brick Project Fund	Susan Alston
433	Capital Campaign	Susan Alston
404	Career Program Fund	Julie Greene
405	Community Gardens Prog Fund	Patrick Sullivan
150	Hospitality	Carl Stafford
155	Disability	Tuesday L. Cooper
160	Drug & Alcohol Recovery Counselor	Tuesday L. Cooper
406	Engineering Program	Sharale Golding
292	Foundation Endowment	Susan Alston
170	General Administration	Susan Alston
409	Global Program Fund	Samantha Gonzalez
411	Health & Exercise Science Fund	Sharale Golding
434	HFPG Ruddell Charitable Fund	Susan Alston
412a	Hotel Tourism Fund	Carl Stafford
414	Library Program Fund	Deb Herman
415	MCC on Main Program Fund	Susan Alston
416	Mock Trial Program Fund	Tuesday L. Cooper
417	MSHC Culinary Program Fund	Carl Stafford
419	Music Program Fund	Samantha Gonzalez
20	Oasis Program Fund	Duncan Harris
421	Office of Student Act. Fund	Duncan Harris
422	Paralegal Program Fund	Tuesday L. Cooper
423	Photography Program Fund	Samantha Gonzalez
424	Manufacturing Fund	Sharale Golding
427	Social Science Program Fund	Tuesday L. Cooper
435	STARS Program	Jason Scappaticci
436	OTA Program Fund	Tuesday L. Cooper
428	Student Affairs Program Fund	Duncan Harris
175	Student Emergency	Cabinet via Susan Alston
429	Student Senate Program Fund	TJ Barber
430	Student/Cont. Ed. Prog Fund	Melanie Haber
180	Wine Auction	Susan Alston

\*If you do not see your Foundation Account listed above, please contact Erin O'Neil at [oneil@manchestercc.edu](mailto:oneil@manchestercc.edu) or at 860-512-2903.