

**Check Approval Voucher**

To be attached to every check for signature by  
Endowment account signatories.

**Project Information**

Project Name: \_\_\_\_\_

Avenue of Service: \_\_\_\_\_

Director: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Chairperson: \_\_\_\_\_

**Disbursement information**

Budgeted amount: \$ \_\_\_\_\_

Prior disbursed amount: \$ \_\_\_\_\_

Check amount: \$ \_\_\_\_\_

Remaining un-disbursed amount: \$ \_\_\_\_\_

Payee\*: \_\_\_\_\_

Purpose: \_\_\_\_\_

**Requester Information**

Funds requested by: \_\_\_\_\_  
*Signature*

Request date: \_\_\_\_\_

\* If payee is other than a charitable organization or direct  
charitable recipient, receipts must be provided showing  
purchases for the benefit of a charitable project.