

**BOOKER T. WASHINGTON FOUNDATION FOR EXCELLENCE**  
**CHECK REQUISITION FOR GRANT PAYMENT**

*(Minimum two weeks notice required)*

*Use a separate Check Requisition form for each check requested.*

Date submitted \_\_\_\_\_ Department \_\_\_\_\_

Name of grant (must match original grant application) \_\_\_\_\_

Person making request \_\_\_\_\_

Phone numbers where you can be reached \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Total Amount of Grant Approved \_\_\_\_\_

Current Grant Balance \_\_\_\_\_

Amount Requested \_\_\_\_\_

Remaining Balance \_\_\_\_\_

Date Check is Needed \_\_\_\_\_

*(Please provide two weeks lead time from time check is needed.)*

Check payable to: \_\_\_\_\_

***NO CHECKS WILL BE WRITTEN WITHOUT PROPER DOCUMENTATION.***

**To expedite your request:**

**PLEASE ATTACH:**

- 1) Vendor name and address
- 2) Vendor invoice and details for this payment
- 3) Copies of receipts

**Mail or fax requisition to:**

Carol Adelson, Treasurer  
2121 E. 26 Place  
Tulsa, OK 74114  
Fax (918) 747 6096

***Check will be mailed to you, not the vendor.***

Your address: \_\_\_\_\_

***I understand that the Foundation Board will deliver the grant funds requested directly to me by standard mail in the BTW Faculty mailbox. It is my responsibility to deliver payment to the vendor.***

\_\_\_\_\_  
**Signature of Person Submitting Requisition**

\_\_\_\_\_  
**Date**

**Questions?**

Carol Adelson, BTW Foundation Treasurer  
918 747 6090, (fax) 918 747 6096

**BOARD ACTION -- DO NOT WRITE IN THIS SPACE**

Date Request Received \_\_\_\_\_ Grant #: \_\_\_\_\_

Date check written: \_\_\_\_\_ Check #: \_\_\_\_\_

Payable to: \_\_\_\_\_

Date check delivered/mailed and to whom: \_\_\_\_\_