

## Instructions for completing Trust Fund Withdrawal form

1. Complete all **blue** fields by typing the appropriate information directly onto the form on the computer.
2. Print form from computer.
3. Make a copy of the form for your file before sending it to the Foundation for processing. **Copies of the form will not be returned to the departments once they have been processed.** Payment information (check number and date paid) will be received by the department with the monthly account reports.
4. Obtain the appropriate signatures on the form. **The Person Authorizing Withdrawal must now print their name AND sign the form.** Forms received without the appropriate signatures will be returned to the requesting department.
5. **Please allow at least 10 working days from receipt of the form by the Foundation** for the Foundation to process the TFW.
6. **Staple** the original documentation to the top left corner of the form.
7. **Paper-clip** the copies of the documentation behind the originals.
8. If travel is involved, a copy of the RTA or Travel Reimbursement Voucher must be attached with receipts for all expenditures. **Also, please note, if your supervisor has approved a state per diem rate, receipts are still required, only actual expenses will be reimbursed.**
9. **All receipts for meals, tools, etc must be attached with tape to an 8x11 sheet of paper.** Several receipts can be attached to the front & back of the same sheet of paper. Please make sure that all relevant information can be seen. Also, please do not use highlighters on the receipts as this can cause the information to be unreadable. Documentation received incorrectly will be returned to the originating department for correction before further processing. This procedure is necessary in order to allow the documentation to be scanned.
10. Receipts are required for all purchases including tools, parking, taxis, etc. unless it is customary to not receive a receipt (automatic car washes, tips, etc). In these cases, a written itemization is needed as documentation and must be signed and dated by the person requesting reimbursement.
11. Please remember – if the request is to pay an outside vendor, attach 2 copies of the documentation – one will remain with the TFW and the other will be mailed with the check to the vendor to ensure proper posting by the vendor.

If you have any other questions concerning the completion of this form, please call the Foundation office at ext 2031 or ext 2033.