



**Disbursement Authorization**

Please Note: Regular distributions from endowed accounts that have elected automatic distributions are transferred to appropriate UNT spending accounts on a quarterly basis. All other requests for disbursements from Foundation accounts must be accompanied by this form, which includes the account holder's original signature and verification statement.

TO: UNT Foundation, Ste 149 Gateway Center

FROM (Account Holder): \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Account Name: \_\_\_\_\_ Number: \_\_\_\_\_

*Please select ONE of the following*

**This is a Scholarship Award**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Check to UNT Account # \_\_\_\_\_ (Scholarship Awards are NOT made directly to Students)

**This is a Transfer**

TO UNT or Foundation Account # \_\_\_\_\_ Reason for Transfer: \_\_\_\_\_

**Pay the Attached Invoice(s) to:**

(Vendor Name): \_\_\_\_\_

*\*\* Please attach receipts, invoices, statements, etc., as documentation \*\**

I hereby certify that this disbursement conforms to the criteria described in the Memorandum of Understanding, or other guiding documents, for this fund.

Signature of Account Holder \_\_\_\_\_ Department \_\_\_\_\_

Phone Number: \_\_\_\_\_ Today's Date \_\_\_\_\_

Send me a confirmation that this transaction has been completed? YES!  
The E-mail address to use is \_\_\_\_\_ CC E-mail \_\_\_\_\_

Completed on \_\_\_\_\_ By \_\_\_\_\_