

**PALOMAR COLLEGE FOUNDATION  
ACCOUNT WITHDRAWAL FORM/CHECK REQUEST**

**NAME AND/OR NUMBER OF ACCOUNT** \_\_\_\_\_

I hereby certify that I am the authorized person for this account and that the following is an accurate and legitimate statement of monies to be spent from this account.

I also certify that monies requested are not for personal use or for political purposes, but are to be used solely in support of Palomar College.

I understand that adequate documentation is required prior to advance check request. If purchases have been made, then I have attached proper receipts for reimbursement. If receipts are not available, I will give the Foundation proper receipts as soon as they are available. By my signature on this document I agree to all the above conditions.

**Print authorized signer's name:** \_\_\_\_\_

**Authorized signer's signature:** \_\_\_\_\_

**Dept Chair signature:** \_\_\_\_\_

(Only applicable if request is for an equipment purchase)

**Today's date:** \_\_\_\_\_

**Items to be purchased and justification of expense:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Amount of this check request: \$** \_\_\_\_\_

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

**Check to be mailed to:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please call when check is ready:** \_\_\_\_\_

**Check to be picked up by:** \_\_\_\_\_

**Please allow five (5) working days for the Foundation Office to process your check.**

**Fund balance/authorized signature reviewed by:** \_\_\_\_\_

Pauline Riley, Accountant

Date

**Approved by:** \_\_\_\_\_

Richard Talmo

Date