

Conrad and Virginia **KLEE**
FOUNDATION

REQUEST FOR GRANT PAYMENT

(Please call the Foundation at 722-2266 with any questions)

Agency: _____ Date: _____

Mailing Address: _____

Tel.: _____ Grant #: _____ Amount Req.: \$ _____

Grant payment requests are processed and approved monthly. Checks are generally issued within a week after approval, barring unforeseen events. Please keep this information in mind when submitting your request.

Funds Needed Before: _____ **NOTE:** Please allow at least ten days for the check to be issued. This allows adequate time for us to transfer the funds and to obtain a second signature on the check.

****Prior to releasing payment, the Foundation must receive the signed grant contract, as well as an accounting of expenses paid for by the grant. Please include:**

- Copies of invoices or bills for items exceeding \$1,000
- A summary of expenses (may be by category) signed by the Finance Officer or Executive Director
- In the case of a challenge grant, the request must include documentation of achieving the match

To the best of our knowledge, all applicable conditions of the grant contract have been met:

Name & Title (Please Print)

Signature

For Foundation Use Only:

Date: _____ Approved for Payment: _____ Partial: _____ Full and Final: _____

Amount: \$ _____ Staff Signature: _____

Details: