



**Disbursement Request Form (DRF)
Checklist**

We need your assistance to be able to promptly process the attached disbursement request that you recently submitted to us. Please reference the following checked item(s) to identify what is needed.

- Approver is not listed as an authorized approver on the account agreement form
- Reimbursement check requests require supervisory approval
- Business purpose does not comply with donor restrictions for the account being charged
- Business purpose/reason for the expense is vague or absent
- Improper project number
- Outdated expense code
- Inadequate back-up documentation: itemized invoice or itemized receipt was not attached
- Need original invoice and /or back-up documentation
- The total on supporting documentation does not agree with the total on the disbursement request form
- Distribution of charges on disbursement request form does not equal the total
- Social security number (for individuals) or Tax ID number (for businesses) is required for taxability purposes
- Payee address is missing or does not agree with vendor address in our accounting system.
- For business meals, events, and entertainment expenses, please provide the business purpose, names of individuals attending, and the attendees' relationship to the institution.
- Boarding passes are required
- Citizen status information is not provided. Please check the appropriate box on the disbursement request form.
- A W-9 tax form is required
- A W8BEN tax form is required
- Other: _____

Your assistance in providing the above information is greatly appreciated and allows us to comply with USMF policies and procedures which enable us to comply with IRS regulations. If you have any questions, please refer to the disbursement policies and procedures on our website at www.usmf.org, click on the "administrator user info tab" on the left side of the screen and then click on the "policies/procedures" tab at the top of the screen. We are happy to assist if you have any questions about our policies and procedures. *For questions, please contact Linda Ringer (301) 445-2717*

Thank you for your cooperation.