

**Northwest College Foundation Endowment Spending Approval Form**

The following department/division \_\_\_\_\_ is requesting  
release of funds from \_\_\_\_\_ (Endowment Name) in the  
amount of \$\_\_\_\_\_.

Describe briefly the purpose(s) and/or purchase(s) to be transacted as well as how it relates to  
NWC's strategic priorities: \_\_\_\_\_

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

**Attach a budget breakdown and any supporting documentation to this form.**

Printed name of requesting party \_\_\_\_\_  
Signature of requesting party \_\_\_\_\_ Date: \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Date: \_\_\_\_\_  
Area Vice President \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit completed form to the NWC Foundation (Orendorff Bldg. Rm 144) for verification of funds and routing.**

Availability of Funds Confirmed:	Yes	No
Business Office Manager _____		Date: _____
Assigned budget code for processing _____		Date: _____
VP of Administrative/Finance _____		Date: _____
President _____		Date: _____
Foundation Executive Director _____		Date: _____

Foundation Staff will notify requesting party of final approval