

## Southwest Neighborhoods Inc Fiscal Tracking DISBURSEMENT Sheet

### Check Disbursement Request

I request that a check be drawn from the following Neighborhood Association or Grant Account:

Operations

Restricted

(For example: Multnomah NA Land Use Fund, or Bridlemile NA Community Events)

**Request Date:** \_\_\_\_\_

**Requestor Name:** \_\_\_\_\_  
Please Print

**Authorized Signature:** \_\_\_\_\_  
Must be the signature of either a grant project coordinator or neighborhood association officer

**Signature of SWNI Staff:** \_\_\_\_\_

**Check Amount:** \$ \_\_\_\_\_

**Payable To:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**or HOLD for Pick up. Please let us know who will pick up the check:**

List Services/items that the check is being issued for:  
 (For example, "printing of flyers," or "refreshments for fundraiser.")

Vendor	Amount	Items

### SWNI Office Use Only

**Request completed by:** \_\_\_\_\_  
SWNI Staff

**Date:** \_\_\_\_\_

**CK NO issued:** \_\_\_\_\_

**Class**    Civic Life    SWNI    BES    Civic Life Small Grants    (Circle one)

**Bank Account**     Operations     Restricted    (Check one)

**Account** \_\_\_\_\_

**Memo** \_\_\_\_\_