

## Cuchara Foundation

### Process for Requesting Funds from the Cuchara Foundation

As part of the Foundation's fiduciary requirements as a 501.c.3 we must track all expenditures. This is the board approved process for requesting a reimbursement or money for an expenditure.

1. For requests under \$250 that are part of the approved Cuchara Foundation, Cuchara Center or Cuchara Country Music Fest budget, fill in the Check Request Form, attach appropriate receipts and submit it to the Foundation Treasurer. Please allow a minimum of three days to receive payment. Remember, all checks must be signed by two authorized Board members.
2. For requests over \$250 and in an approved budget, the request must be approved by the Foundation treasurer and president and the check signed by two authorized board members. Fill in the Check Request Form, attach appropriate receipts and submit to the treasurer. Please allow a minimum of one week for reimbursement.
3. For requests **not** listed in one of the budgets and that is \$50 and under, the treasurer and president will need to approve the request and the check needs to be signed by two approved board members. Fill in the Check Request Form, attach appropriate receipts and submit to the treasurer.. Please allow a minimum of one week to receive payment.
4. For requests over \$50 and not in the budget, the Foundation Board will need to approve the request. This will be done at a Board meeting or by email and requires approval of a majority of the Cuchara Foundation Board. Fill in the Check Request Form, attach appropriate receipts and submit to the treasurer who will send the request to the board for approval. In these cases, please expect a minimum of two weeks to receive a payment or response to the request.

CHECK REQUEST FORM  
CUCHARA FOUNDATION, INC.

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

Amount Requested \_\_\_\_\_

Account to Charge to ( Cuchara Foundation, Cuchara Center, Cuchara Music Fest):

\_\_\_\_\_

Is this request part of that account's approved budget? \_\_\_\_\_ Yes \_\_\_\_\_ No

Purpose or budget item: \_\_\_\_\_

Make payable to: \_\_\_\_\_

Requested by: \_\_\_\_\_

Check which approval is required - see the Process for Requesting Funds and check the appropriate item

\_\_\_\_\_ Treasurer only - see #1

\_\_\_\_\_ Treasurer and President - see # 2 and #3

\_\_\_\_\_ Cuchara Foundation Board - see #4

To be filled in by the Foundation Treasurer:

Date Approved: \_\_\_\_\_

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

Request filled: \_\_\_\_\_

Check Number: \_\_\_\_\_