

## REQUEST FOR FOUNDATION FUNDING

The Foundation holds donor funds in support of Women's College Hospital. To gain access to funds held by the Foundation, identification of the appropriate fund, and information as to the purpose of the request is necessary. As all funds held by the Foundation are for the benefit of the Hospital, approval of the request by the appropriate Vice President and the CFO is necessary. Where the request is for an amount greater than \$100,000 approval of the CEO is required. Approved requests will be provided to the Foundation to assess compliance with any fund restrictions that may apply, and the availability of funds. The Foundation will disburse funds only following this review of a fully completed and approved Request. Finance will advise the requestor of receipt of funds. Funds may be used only for the approved purpose.

Foundation Fund #	Name of Foundation Fund	Grant #
Amount Requested	Cost Centre or Internal Order for Receipt of Funds:	
	21405000 (Foundation Donation)	
	15184401 (Capital Equipment)	
<p><b>Description:</b> Please summarize on this page the purpose of this equipment or program by explaining how patients and/or staff will benefit. Invoice/purchase orders should be attached with any additional information as schedules. Include all facts, figures, documentation, and human interest information that would be of interest to a prospective donor. Estimated costs should include freight where applicable, and reflect <u>reduced</u> HST. This information is often shared with donors and fund-raising volunteers.</p>		
<b>Date:</b>	<b>Requestor:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Vice President:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Hospital CFO:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Hospital CEO:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Foundation CEO:</b>	<b>Signature:</b>
<b>Received</b>	<b>Approved</b>	<b>Disbursed:</b>

Revised April 2015