



FUND UPDATE AND PAYOUT REQUEST FORM 2015

Instructions: Whether or not there are changes at your organization, please complete and sign this form, keep a copy for your records, and return the original to the Foundation office by February 28. Thank you.

THE FUND STEWARD INFORMATION HAS NOT CHANGED.

NEW CONTACT POSITION/PERSON:

Address:

Telephone: H: W:

Fax: E-mail:

DISBURSEMENT INFORMATION

Scholarship Funds. Scholarship award recommendations require the completion of a scholarship nomination form. These are sent to scholarship administrators annually and are also available on our website. Scholarships subject to HR4 regulations must submit required paperwork annually prior to disbursement.

Donor Advised Funds. Grant recommendations must be made in writing and submitted must certify that recommendations do not represent the payment of a pledge or other previously made financial obligation and that advisors and other involved persons will not receive any personal or family benefit from charitable distributions from the fund. Examples of ineligible grants include: grants to individuals, ticket purchases to fund raising dinners, green fees to charity golf tournaments, and reimbursement for charitable expenses incurred by advisor, donor, or related others. Please provide 30 days' notice of recommendations. It is requested that grant recommendations be made on or before September 30 of each year. Grant recommendations received after November 30 will be issued in the next fiscal year. Recommendation forms are available on our website at www.pcfoundation.org.

Other Funds and Endowments. The maximum payout available from endowments for the following calendar year is provided to fund stewards in October of each year. The amounts available for granting from non-endowed funds are identified in the quarterly fund statements. A non-endowed fund must maintain a balance of at least \$100 to remain active. The Foundation maintains a "Payout upon request" policy. Under this policy, fund stewards must submit a written request for payout. If a written request for payout is not received, the Foundation's policy is to maintain the available payout in the endowment for growth, and is not available for future granting. Disbursements are made in May and August of each year.

PAYOUT REQUEST

I HEREBY RECOMMEND THE FOLLOWING DISBURSEMENT FROM THE FUND/ENDOWMENT IDENTIFIED ABOVE PER THE FUND AGREEMENT:

2015 PAYOUT AMOUNT: \$ Total amount available

SPECIAL INSTRUCTIONS:

Signature of Fund Steward

Date

Print Name of Fund Steward