**Procedure for Withdrawing Funds from a WOU Foundation fund**

Note: All WOU Foundation fund withdrawal requests must be accompanied by a WOU Foundation Fund Withdrawal Request Form (printed on goldenrod colored paper). This form is available by going to Foundation Campus Forms page. The form must be signed by the initiator of the request and by the person(s) authorized to sign for withdrawals from the fund.

**Send a check to a vendor:**
Bring a WOU Foundation Fund Withdrawal Request Form to the Cottage with an invoice or bill from the vendor attached. Make the “Check Payable To” the vendor. In most cases, checks received by Wednesday morning will be cut the following Friday.

**Personal funds reimbursement:**
Make the purchase yourself then fill out the WOU Foundation Fund Withdrawal Request Form and bring the form to the Cottage with the invoice/receipt for the purchase. Make the “Check Payable To” the person being reimbursed.

**Use a WOU Foundation Credit Card to make your purchase:**
Your item may be purchased using a Foundation credit card and the amount of the purchase will be deducted from your Foundation fund at the end of the credit card billing cycle. Bring a completed WOU Foundation Fund Withdrawal Request Form (Make the “Check Payable To” the Vendor) to the Cottage along with any information required to contact the vendor (phone number, URL of web page where Shopping Cart may be found, etc.). Tell the person at the front desk that you want to make a credit card purchase and charge your WOU Foundation fund. If you choose this option you will need to make sure that you obtain a receipt for the purchase from the vendor.

**Reimburse a University Index:**
You may make your purchase(s) using state money and then, using the WOU Foundation Fund Withdrawal Request Form, ask that money be transferred to a WOU index of your choice. Additionally, you may have the money transferred to the WOU index of your choice without first making a purchase. Make the “Check Payable To” Western Oregon University. The Invoice# is the Index# that you want to reimburse.

**Cash Advance of Funds:**
You may request a cash advance of funds using the WOU Foundation Fund Withdrawal Request Form. If you do this you will then need to submit receipts totaling the amount of the withdrawal and/or return all cash not used.