

Annunciation Investment Fund Requisition Form

Instructions for Reimbursement

1. Fill out this form in its entirety. Do not leave anything blank.
2. Gather all supporting documentation such as original receipts
 - a. Detailed receipts from credit card companies or online purchases are also acceptable but must contain detailed itemized information on the purchase. Do not submit paper receipts or paper photo copies. Your request will be returned to you and will delay payment.
3. Scan all documents as one file
4. Name the file using the organizations name and request date (EX. AHEPA2-20-24)
5. Email the request with attachment to aif@daytonannunciation.org
 - a. This completely filled form along with the necessary supporting scans of the complete original receipts must be submitted to the AIF electronically within 90 days of the receipt's date.
 - b. No requests will be completed for any reason without all steps of these instructions fully executed
 - c. Please allow 2-3 weeks for delivery of the payment via USPS.

Submitted by (print name) _____ Title: _____

Submitted by Signature: _____

Organization Name: _____

Reason for request: _____

AIF Approved Funding Request Title: _____

Comments: _____

Amount requested: _____

Check payable to: _____

Address: _____

City: _____ State: _____ ZIP: _____

Office Use Only:

Approved By: _____, _____, _____

Check No: _____ OR Online Check Process Date: _____

Paid By: _____ Date: _____ Acct last 4: _____