



Agency and Designated Funds 2022 Fund Instructions

What Would You Like BACF to Do With Your Spendable Dollars?

Name of Agency or Designated Fund: _____

The undersigned authorized representative of the above named fund, pursuant to paragraph 6 of the instrument titled "Endowment Fund Agreement" or "Fund Administrative Agreement," hereby directs Bay Area Community Foundation to disburse spendable assets of said Endowment Fund per the following instructions:

- ISSUE A CHECK \$** _____
Organization Name: _____
- KEEP \$** _____ **AVAILABLE AS SPENDABLE**
- MOVE \$** _____ **SPENDABLE DOLLARS TO ENDOWMENT TO BUILD THE FUND**

Please attach documentation (board minutes) authorizing you to request this disbursement

Fund Advisor Signature	Date
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Fund Advisor Signature	Date
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Please mail or email this signed form to Erin Kreutzberg (erink@bayfoundation.org) at the Bay Area Community Foundation.

BACF OFFICE USE ONLY:

The CEO, in collaboration with the program staff approves this distribution and affirms that this/these disbursement(s) is/are for charitable purposes within the guidelines of Bay Area Community Foundation Endowment Fund Agreement and is in compliance with IRS regulations.

President and Chief Executive Officer	Date	Program Staff	Date
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Board Minutes Received? Date: _____

Date submitted for payment: _____ Grant #: _____ Check Number: _____ Date Mailed: _____

Confirmation message sent? Date: _____ Initials: _____

Tracked in FE? Date: _____ Initials: _____