



## Agency and Designated Funds 2024 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\*\**

<b>Fund Advisor Signature</b>	<b>Date</b>
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<b>Fund Advisor Signature</b>	<b>Date</b>
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**Please mail or email this signed form to Marlana Cork ([marlanac@bayfoundation.org](mailto:marlanac@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.

<b>President and Chief Executive Officer</b>	<b>Date</b>	<b>Program Staff</b>	<b>Date</b>
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Board Minutes Received? Date: \_\_\_\_\_

Date submitted for payment: \_\_\_\_\_ Grant #: \_\_\_\_\_ Check Number: \_\_\_\_\_ Date Mailed: \_\_\_\_\_

Confirmation message sent? Date: \_\_\_\_\_ Initials: \_\_\_\_\_