



**Middle Georgia**  
 State University Foundation

**Disbursement Request**

Administration Building A-135  
 100 University Parkway  
 Macon, GA 31206-5145  
 ashley.stallings@mga.edu  
 478-471-2498

**Attach and invoices and use a separate form for each payee. Return to the Office of Finance A-135.  
 Please note: Only expenses approved through the Foundation Budget Process will be paid.**

**Make Check Payable to:**

<b>Name:</b> _____		
<b>Address:</b> _____		
<b>Suite/Apt:</b> _____		
<b>City:</b> _____	<b>State:</b> _____	<b>Zip:</b> _____

<u>Account Code</u> <small>(Leave Blank if Unknown)</small>	<u>Description</u>	<u>Total</u>
<b>Grand Total:</b>		

	<u>Signature</u>	<u>Date</u>
<b>Initiator/Project Manager:</b>	_____	_____
<b>Budget/ Fund Administrator:</b>	_____	_____
<b>VP of Institutional Advancement:</b>	_____	_____