

South Country Education Foundation, Inc.

www.scefonline.org PO BOX 512, BELLPORT, NY 11713-0512

REQUEST FOR GRANT DISBURSEMENT OF FUNDS

PROCESS

1. Fill out the Grant Disbursement Form on the next page.
2. Send a copy of an order form, an invoice or receipt(s) to cover the expense requested.
3. We would like to write a check directly to a vendor. By doing this, we can provide you with a tax-exempt form and avoid paying sales tax.
4. A check will be delivered to you which is to be sent to the vendor.
5. If you expend money and then want reimbursement (which is discouraged), you must provide the receipts before a check can be written. *However, we will be unable to reimburse any sales tax that may have been paid.*

SEND THE REQUEST TO:

SCEF, Inc.
Attn: Treasurer
PO Box 512
Bellport, NY 11713-0512

If you have questions regarding the disbursement of grant funds, you may contact us at [<treasurer@scefonline.org>](mailto:treasurer@scefonline.org).