

Requestor: _____

Date of Request: _____

Date Received: _____

Foundation Financial Report Request

The Foundation emails financial reports to donors, colleges, departments, and others by the 20th of each month.

Please complete this form to request a new report or revision(s) to an existing report.

Changes or Additions to Current Report(s):

Current Report Title: _____

Requested revision to report information: _____

Requested distribution change(s)—please include email addresses for any new recipients:

Reason for change(s): _____

Request for New Report:

Requested Foundation Funds to be included in report: _____

Information to be included in report: _____

Frequency of report distribution: Monthly Quarterly Annually

Requested distribution with email addresses/addresses:

