

Requestor: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date Received: \_\_\_\_\_

### **Foundation Financial Report Request**

The Foundation emails financial reports to donors, colleges, departments, and others by the 20<sup>th</sup> 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:

\_\_\_\_\_

\_\_\_\_\_