

REQUEST FOR DISTRIBUTION

New Mexico Conference Methodist Foundation, Inc.
11816 Lomas Blvd NE Albuquerque, NM 87112-5614
505-255-8786 or 800-678-8786
Fax: 505-265-6184 E-mail: molly@nmcdfi.org

Procedures

Funds in all accounts managed by the Foundation in its Pooled Investment Fund are available monthly and paid early in the month following submission of the request. **Requests are to be submitted by the 20th day of any month on a "Request for Distribution" form.** **Distributions are made on or by the 10th day of the following month.** Distribution checks are made payable to the church or institution in whose name the account is held and are mailed to the church/institution address on file. Requests must bear the name of one or more authorized individuals and should be accompanied by a copy of the appropriate minutes of the meeting at which the distribution was authorized, if that provision is incorporated in the management agreement* for the specific fund from which the distribution is being requested. The completed and signed request form may be submitted via electronic facsimile, or scanned and attached to an e-mail, or sent by U. S. mail or other delivery service. The form received by the Foundation must include the appropriate signature(s). It is the responsibility of the person(s) submitting the request to be certain that it is received in good order by the Foundation. **If the original is forwarded to the Foundation, it is recommended that a copy be made and retained in local records.** Contact person for all inquiries at the Foundation is Molly Emkes.

Name of church or institution:

Address of church or institution:

Name of fund from which the distribution is to be taken:

Number of fund from which the distribution is to be taken: _____ -- _____

Amount of distribution requested: \$ _____

With this distribution is fund to be closed? ____ Yes ____ No

Authorized signature(s):

Signature	Name	Position
_____	_____	_____
Signature	Name	Position

Date of request: _____

*If a management agreement has been lost, a copy will be mailed upon request to the appointed pastor of the church or lead executive of the institution.