

MVLA Community Foundation

Guidelines for Requesting Payment

- Please send PAYMENT REQUEST FORM *by email* (generally response is daily Monday through Friday) with checks going out the next day. If you do **not** have email, please contact the treasurer by phone or mail/drop off your request to the Community Foundation address listed below.
- If you wish to use the Word version of the form, download the PAYMENT REQUEST FORM (Word) from the website. Save this file as MVLAscholar-lastnameofscholar.doc then edit the file and attach this NEW version of the file to your email. You can use this scholar-specific file for the future submittals too and just keep changing the info in it for the new request.
- If you wish to use the PDF version of the form (preferred), download the PAYMENT REQUEST FORM (PDF) from the website. The form has fillable fields that you can complete on your computer if you have Adobe Reader (free application). Save the completed form as MVLAscholar-lastnameofscholar.pdf and attach this NEW version of the file to your email.
- Payments will be made up to the grant amount per scholar per year (July 1 to June 30). To request an increase in grant, submit the INCREASE GRANT FORM (available on the website). Increases must be approved by the MVLA CS Executive Committee. Unused grant funds will be returned to the general scholar fund at the end of the fiscal year, they do not accrue.
- The same instructions apply for completing an INCREASE GRANT FORM in word or pdf format.
- The bylaws require receipts for all payments except for checks payable directly to the college, so please get receipts from your students, or remind them to turn them in after the fact when a student needs the funds up front. Not having receipts in a timely manner requires extra work for everyone; could delay or deny payments and result in problems for the audit. Receipts/invoices should be sent separately to the Hillview Ave. address. By sending the form via email, the mentor **is** confirming there are receipts.
- Each school has deadlines for payments for each quarter/semester. Before the school year begins, please look up online (already posted for next year) or ask your student scholar in advance and be aware, so you can submit payment requests in time to avoid a crisis for your student or the treasurer. Late requests are not fair to the student, the treasurer, or the Program, and take extra time for everyone, not to mention causing late fees or classes to be dropped for the student scholar.
- The treasurer will send confirmations by email when a request has been received and a check written. Thus, if you send a request and **DO NOT** get a reply, **PLEASE FOLLOW UP**. *The treasurer cannot process a request that has not been received.*
- Requests will be processed by an MVLA Community Scholar officer when the treasurer is not available.
- Payment summary is available to the mentors via email by request.

Regards,

Treasurer,
Kim Jones
jonzk@pacbell.net
650-967-5872 – home
650-224-0294 – cell

MVLA Community Scholars
183 Hillview Ave.
Los Altos, CA 94022
650-949-5908