Fund Disbursement Procedures and Compliance Guideline

OVERVIEW:

At The Funding Studio, we strive to facilitate timely and efficient fund disbursements to support sponsored projects. Please adhere to the following procedures to ensure your funds are disbursed promptly.

DISBURSEMENT SCHEDULE:

Fund disbursement requests are processed weekly. To initiate the process, ensure your request is submitted to Mazlo by Friday at 12:00 PM MST.

REQUIRED DOCUMENTATION:

To expedite the disbursement of funds, please provide the following documents:

1. **W-9 Form:** A completed and signed **W-9 form** is required for each disbursement request. This form ensures compliance with IRS regulations regarding taxpayer identification.
2. **Budget:** Include a detailed budget outlining how the requested funds will be utilized for your specific project. The budget should clearly identify the line item(s) from which the disbursement is requested.
3. **Description of Use:** Provide a brief description explaining how the funds will be utilized for your project. This description helps us verify that the funds align with the project's objectives and budget.

SUBMISSION PROCESS:

When requesting funds through Mazlo please ensure the budget line item and project description are clearly referenced in the request. This streamlines the review and approval process.

PROCESSING TIME:

Upon receipt of all required documentation, please allow 5-10 business days for the funds to be processed and released. Having all documents submitted at the time of the request will expedite this timeline.

COMPLIANCE AND REVIEW:

All disbursement requests are subject to internal review to ensure compliance with The Funding Studio's policies and procedures. This includes verification of budget alignment, project eligibility, and documentation completeness.

CONTACT INFORMATION:

For any questions or assistance regarding fund disbursements, please contact **accounts@thefundingstudio.org**

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Funding Studio