



Guidelines for Request for Funds for Women's Way Resource Funds

When an organization provides a monetary donation to *Women's Way*:

- The money shall be deposited in an account managed by Bismarck Burleigh Public Health.
- An e-mail will be sent out to all the local coordinators to determine who wants funds from the donation for their *Women's Way* Resource Fund.
- The amount of money to be given to each *Women's Way* Resource Fund will be determined by dividing it equally among all those who requested funds.
- Bismarck Burleigh Public Health Unit will be notified of each of the local coordinators requesting funds and also the amount of money to be given.
- The Public Health Unit of each of the local coordinators requesting funds will submit an invoice to Attn: Theresa Schmidt, Bismarck Burleigh Public Health with the dollar amount requested and a reference to resource/donation fund. The invoice should be on public health letterhead.
- The invoice should be submitted as soon as possible so that requests will be submitted to accounting in a timely manner for all checks to be cut.
- Upon receipt of the invoice, Bismarck Burleigh Public Health will issue payment for the dollar amount requested to the local public health unit associated with the local *Women's Way* Resource Fund.