

Foreign Individual or Charity Donation Checklist

In accord with the Pastoral Handbook, 10.1.2.1, parishes are to consult with the Office of Parish Finance before distributed funds to any charity or entity outside the United States. In order to effect this consultation, parishes are to complete the following for each organization. Once completed, the parish is to forward a copy to the Office of Parish Finance for Review.

<i>Charity or Individual Potential Recipient</i>		
Recipient or Organization name	Purpose/ Specified use for Contribution	Organization's Purpose
Location of Recipient	Address of Recipient	Phone number
(Country)		
Primary contact	Other Contacts	Amount of Donation
		\$
<i>http://sdnsearch.ofac.treas.gov/</i>		
Visit the US Treasury website noted above and compare the name of the organization, the name of the primary contact and any nicknames or abbreviations to the Specially Designated Nationals (SDN) list and complete the following: I compared the names to the SDN list and did not find a match..... <input type="checkbox"/> I compared the names to the SDN list and found a match..... <input type="checkbox"/> (If checked, stop and contact the Office of Parish Finance.)		
<i>General Search</i>		
Access the Internet and perform a search on the name of the organization and primary contact. Complete the following In searching the internet: I <i>did not</i> find any connection between the name of the organization or primary contact and terrorism <input type="checkbox"/> I <i>did</i> find a connection between the name of the organization or primary contact and terrorism <input type="checkbox"/> (Please explain)...and contact the Office of Parish Finance.		
Parish considering contribution:	Date	
Person Completing this form	Signature	

Fax to: Office of Parish Finance
303-715-2063(fax)
303-715-3120(phone)