Instruction - Foundation Expenditure Request Forms

1. **Name and Fund#** line items-Please make sure the fund name and number (use only Foundation fund names and numbers, not University) matches.
2. **Amount requested** line item should add up to the invoice or original detailed receipts, if not please explain the difference on the comment line.
3. **Payee** line item should be the person who actually incurred the expenses or performed the services. Please indicate if the payee is a Student/GA, Faculty/Staff or Non-Employee by checking the correct box on the form.
4. **UID line item** should be provided by the department with the exception of new vendors.
5. **Tax ID line item**- If an individual performs professional services or receives an award, a social security number is required. Please submit information on a W-9. If a company performs professional services, a tax identification number is required and should be submitted on a W-9. Please submit expenditure request form and W-9 together for payment.
6. **To Pay Expenses for** line item should list items purchased or the type of services rendered.
7. **Benefit to University** line item should clearly define the University business purpose. A popular University business justification we see is *"To Advance the University."* We prefer that this not be used. However, when using, provide sufficient detail in to the business purpose and benefit in the comments section to explain how the expense benefits the University.
8. **Individuals Involved** line item should be whoever was involved in incurring and directing the expense to be paid. All food and meal expenses should list names of attendees on the form or attach a list of attendees.
9. **Date of Activity** line item is the actual date the expense occurred or whenever the professional services were performed.
10. **Location** is where the event was held.
11. **Comments** line item is for additional details concerning the expense that cannot be found on other line items.
12. **Mailing Instructions** line item-Only check one box and fill in the address.

13. **Preparer** line item is whoever completes the expenditure request form. This person may be contacted for additional details if necessary. Please list preparer's name, title, extension and email address.

14. **Payee/Claimant** line item-Usually this is the person who is requesting to be reimbursed. However, the Payee/Claimant and Approver cannot be the same person. The Payee/Claimant should indicate who in the department is incurring and/or directing this expense to be paid (i.e. the dean, faculty, staff, ect.). Please request the payee to sign as the claimant. If the payee is not available to sign the request, please write in the name of that person.

15. **Signature of Approval** line item is required for all expenses. If an approval is the payee, a second approval signature is required from the payee's supervisor. Business officers (dean's designee) may not approve a reimbursement for the dean.

16. **Original detail receipts** are required for all expenditures. Copied receipts will not be accepted and the request will be returned to the department. In addition, original invoices are required; statement and quotes are insufficient. It is the responsibility of the University official approving the request to ensure accurate and original documentation is submitted. For reimbursement requests, the receipt should show both itemized purchases and a proof of payment (credit card or cash payment). The proof of payment alone (e.g. credit card slip) without itemized purchases is not sufficient.

17. Avoid putting **personal and business** items on the same receipt. If this occurs, please attach a calculator tape only showing the reimbursing portion.

18. **Rush checks** should be discussed with Chang Choi Foundation Accounting Manager or Carolyn Stanley, Foundation Director.

19. The Foundation processes checks on Tuesdays and Thursdays of each week. The turnaround time is 7 to 10 working days from the time expenditures are received by the Foundation.

All requests for reimbursements are University expenses and are not expenses of the Foundation. Payment from the Foundation is based upon the review and approval of the University official approving the expense on the request form. The Foundation does not approve the expenses for the University. Any situations we note of suspected or actual fraud by University employees submitting requests will be reported to the appropriate area of the University for whatever action the University deems necessary.