

PROCEDURE NO. 901.1

Area: Institutional Development

Adopted: 7/29/96

Certified by _____

Dr. Adolphus Andrews
Executive Vice President
and Chief Financial Officer

Revisions Approved: June 5, 2001

**SUBJECT: REQUESTING FUNDS FROM THE
 FOUNDATION**

The following procedures are provided in order to ensure greater efficiency in the operation of the Foundation and to serve the University family more effectively.

- To request funds, a fund account must be established with the Foundation. The fund account must have an available source of funds before a request can be approved. Appropriate guidelines for the handling of the account must accompany any request to establish an account.
- Obtain a Fund Requisition from the Foundation. The requisition should be completed and signed by the fund manager.
- To ensure timely check processing, all requisitions must be received by the Foundation no later than Friday of each week by noon. You will receive your check(s) the following Tuesday. Requisitions received after noon on Friday will not be ready for pick-up by the following Tuesday.
- Checks are only processed once a week.

FOR PURCHASES, SERVICES AND SALARY PAYMENTS

- To request funds to purchase supplies or to pay for services rendered, an official invoice from the vendor must be presented with the request. Requests submitted without original invoices will not be honored.
- Fund Managers requesting salary payments for themselves must have signatures of department chair and dean along with a copy of the original proposal transmittal form. A copy of the budget designating the salary payment should be on file with the Foundation.

FOR REIMBURSEMENTS

- There will be no reimbursements for expenditures without the original receipts.

FOR TRAVEL/HOTEL

- All travel and hotel accommodations must be approved by appropriate supervisors or department heads prior to departure. When attending conferences, for example, supporting documents such as registration forms must be provided.
- In order to secure funds for purchasing airline tickets or for reserving hotel rooms, the traveler will need to provide the Foundation with an invoice from the airline company or travel agency indicating the exact cost of the airline ticket.
- **All requests for airfare and hotel reservations should be submitted at least one month before departure.**

CASH ADVANCES

- If you receive a cash advance from the Foundation, original receipts should be received along with an expense report no later than a week after you receive the funds. The receipts should correspond to your dates of travel and request. Any unused portion of cash advances should be returned in the form of a check made payable to the CSU Foundation.
- If receipts and unused cash are not returned to the Foundation in an appropriate amount of time, future requisitions will not be honored.