II.3 How to Spend Foundation Funds

**Step One:** Contact the Foundation Advancement Services department for your campus to verify available funds or for other fund balance information. Do not use the quarterly report balances for spending purposes, since they are informational only and may not have current balances.

**Step Two:** Examine the administrative agreement or award letter for the specific fund to verify expenditure guidelines and to identify the signature authority. If you are unable to locate the administrative agreement or award letter, you can obtain a copy by contacting the Foundation Advancement Services department for your campus. Fund purpose and signature authority information is also available on the quarterly report. Generally, the authorized signature for funds covered by an award letter is named in the award letter. A copy of the award letter(s) must be attached to your payment request (Step Three).

**Step Three:** The funds can be spent in one of two ways (*but not both*); by using a University Grants and Contracts Account or by reimbursing the expenditure you make from a Fund One account.

1. The first alternative is to set up a University Grants and Contracts account. This method can be used for expenditures over $1,000 or for ongoing projects.

   Complete the University of Alaska Foundation Grants and Contracts Form and return it to the Foundation, in digital format, via email to found.account@alaska.edu.

2. The second alternative is to spend the money from your departmental account (Fund One) and request reimbursement from your appropriate Foundation account. You must complete a Check Request/Account Reimbursement Form and include documentation (Banner print screen, FGITRND, showing YTD activity and where expenditures were spent out of your department account are required. Print screens of encumbrances are not acceptable.). See the instructions for the Check Request/Account Reimbursement form.
Direct payment to vendors will be evaluated on a case by case basis. For assistance please contact Foundation accounting.

**Travel:** All travel must be arranged and paid for through the University Banner system. University of Alaska travel policies shall be adhered to for all travel. The Foundation will reimburse the appropriate fund and org as indicated on the check request form when appropriate banner print screens are submitted as backup documentation.

**Step Four:** Email the Check Request/Account Reimbursement form to found.account@alaska.edu. Include all documentation (Banner print screen, copy of award letters, if appropriate) and make sure it is signed by the proper authority. For account reimbursements the funds will be deposited directly into the banner account included on the form. Please call if you have further questions regarding this process at (907) 450-8030.

**Additional Information:**

- Checks are processed weekly.

- The Foundation will not process check requests where the vendor is a non-resident alien. Please email swois@alaska.edu for information regarding this type of reimbursement.

- Payments to students must be paid directly from your department (Fund 1) account. For reimbursement, please follow the instructions in Step #3, option #2 above.

- All check requests must comply with university policies.

- **Contact Information:**
  - Advancement Services:
    - UAF& Statewide: Cathy Hagen 450-2438
    - UAA & UAS: Amber Gichard 786-1016
  - Foundation Accounting:
    - UAF & Statewide: Barney Booyesen 450-8123
    - UAA & UAS: Linda Hall 450-8124

Please note that forms must be filled out completely with correct signatures to expedite your request. Thank you!