Process for Expenditure of Foundation Funds Using University Grants and Contracts Accounts

One method for expenditure of funds held in the Foundation for use by University of Alaska Departments and purposes is through a University Grants and Contracts Account (GCA). Under this method, gifts are received and held in a Foundation account, a University GCA is established using budget authority from the Foundation account, expenditures are accomplished directly from the GCA, and finally, the GCA is reimbursed periodically by the Foundation using the funds in the Foundation account. The process described here governs the establishment and use of GCAs from Foundation funds.

Prerequisites for Establishment of GCAs:

1) A signed Foundation administrative agreement
2) A balance in the Foundation account
3) A completed Foundation GCA form (see attached)

Process for Establishment of GCA:

1. Determine the funds available for use by calling the appropriate MAU Advancement/Development office (UAF 474-2438, UAA 786-1287, UAS 796-6566, SW 450-8030).
2. Complete the Foundation GCA form.
3. If the source of funds is via an Award Letter, submit a copy of the award letter.
4. Send the Foundation GCA form and the award letter, if any, to the University of Alaska Foundation Accounting - UAA/UAS please email to Linda Hall at linda.hall@alaska.edu, UAF/SW please email to barney.booyesen@alaska.edu. Send any other forms required by the University G&C Office directly to them.
5. The Foundation will then contact the grants and contracts office at your university directly to establish the requested account. That office will, in turn, contact your department with the GCA number to which you may then charge your expenditures.

To Revise a GCA (move funds from one budget category to another, add additional budget authority):

Complete the Foundation GCA form, checking the revision option. Send the form to the Foundation Office. A copy of the approved Foundation GCA from will be sent to the appropriate Grant & Contracts Office indicating that the requested revision has been approved.

Note: Please remember to complete the portion of the form that includes the position/title of the individual that is the signature authority.