

## University of Alaska Foundation

### INSTRUCTIONS FOR COMPLETING THE CHECK REQUEST/ACCOUNT REIMBURSEMENT FORM

In order to speed the process, please note the following when completing the form:

#### A. For either a Check Request OR Account Reimbursement

1. Please complete the payee information. (We do require this information in addition to the reimbursement information)
2. Be sure to indicate the name and number of the Foundation fund to be charged and be sure **that the form is signed by the person authorized to release money from the fund (Signature Authority). To expedite the process, the form and all backup can be emailed to UA Foundation Accounting. In lieu of an original signature on the form an email from the Signature Authority authorizing the expenditure will be accepted. UAA/UAS please email to Linda Hall at [linda.hall@alaska.edu](mailto:linda.hall@alaska.edu). UAF/SW please email to [barney.booyesen@alaska.edu](mailto:barney.booyesen@alaska.edu) .**
3. It is also important to be quite specific as to what the check is for and to give clear instructions as to how the check is to be disbursed (mail to payee, send to department, etc.). Place this information in the "Description of Expenses" section.
4. We are unable to make payments to nonresident aliens. They must be paid through Banner.
5. Complete the line regarding fundraising expenses. For this form, fundraising expenses are defined as 'Costs associated with the solicitation of donations to the Foundation for which the contributor will receive no direct economic benefit.' This does not include expenses related to Fundraising Events.

#### B. For a Check Request

1. When writing a check to an individual for any purpose, the form MUST include the individual's social security number and complete mailing address, as well as the original documentation supporting the expenditure.
2. When writing a check to a company or vendor, the original invoice must be attached to the form.

#### C. For an Account Reimbursement

1. The form must have the FULL departmental account number to be reimbursed, the name of the department, and the MAU.
2. The request must be accompanied by documentation supporting the request and showing the expenditure which is being reimbursed. Such documentation includes:
  - a. Copies of Banner detail report using the "FGITRND" print screens. Please highlight the expense on the print screen copy
  - b. Copies of Paid invoices for the expenditure
  - c. Copies of Canceled checks (if any)

If you have any questions regarding this form please do not hesitate to contact the  
UA Foundation Accounting office at 450-8030.