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II.3 How to Spend Foundation Funds

Step One: To verify that funds are available or for other fund balance information contact the Foundation at found.help@alaska.edu. Please keep in mind that expenditures incurred after the date of the quarterly balance report and any grants and contracts encumbrances must be subtracted from the total.

Step Two: Check to make sure you have a copy of the administrative agreement (except if you have a BP award letter) for the specific fund so that you know what the guidelines are for expenditures, signatures, etc. Copies can be obtained by contacting the Foundation at found.help@alaska.edu (i.e., UAA, UAF, UAS).

Step Three: After you've checked the agreement and the person having signature authority agrees to the use of the funds, it's time to spend the money. If you have a BP award letter from the President, you are the signature authority. A copy of the award letter(s) will need to be sent along with your payment request (Step Four).

Step Four: The funds can be spent in one of three ways; by reimbursing an expenditure you make from a Fund One account; by using a University Grants and Contract Account; or by direct payment.

1. The first alternative is to spend the money from your departmental account (Fund One) and ask for reimbursement. You'll need to fill out the [Check Request/Account Reimbursement Form](#) and include documentation (for example: Banner printouts 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.
2. The second 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. This requires one form.

UAF Departments - Please fill out the Budget Request form that can be obtained from the Grants and Contracts Office and the University of Alaska Foundation [Grants and Contracts Form](#) and return them both to the Foundation. UAA & UAS Departments - Please fill out the University of Alaska Foundation Grants and Contracts Form and return it to the Foundation.



3. The third alternative is to request a direct pay. You'll need to fill out the [Check Request/Account Reimbursement Form](#) and include documentation (for example: the original invoices for vendors or original receipts if requesting a direct pay reimbursement to an individual). See the instructions for the Check Request/Account Reimbursement form.

Step Five: Once the Foundation office receives your request along with all documentation and copies of award letters, if appropriate, it will be quickly expedited if forms are complete and the correct signatures are included. 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.

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