

## Department Check Request Procedures

The Boise State University Foundation is committed to providing its customers with the most effective, efficient service possible. It is also dedicated to complying with all appropriate and accepted accounting principles.

Any Boise State University department with spending authority for Foundation funds can pay for goods and services from those funds, as long as the expenses are within the fund criteria, by completing a Check Request form and sending it to Melinda Tucker at Mail Stop 1045 or emailing it to [melindatucker@boisestate.edu](mailto:melindatucker@boisestate.edu). Payments will be processed each Wednesday.

The following two options exist when payments are requested from a Foundation fund:

- a) Pay the expense through your University local account and send or email the Foundation a completed Check Request authorizing reimbursement of the local account for that expense. The purchase will be paid sales tax free by the University and will be subject to all University purchasing procedures, including, where applicable, state bidding procedures.
- b) Send or email the Foundation a completed Check Request; a copy of the invoice for the goods and/or services which includes the tax due; and support documentation. The Foundation will pay the total amount to the vendor. When there is any question, the Foundation will automatically pay the appropriate required tax.

If an expense has been paid from a University local account, it is assumed that the purchase was compliant with University purchasing guidelines and that the fund spending criteria were followed. The Accountant also reviews spending criteria for new funds and spot checks others during the request review process.

### Authorization

All check requests must be authorized in one of the following ways:

- Signature by the College Dean, Department Chair, administrator or their designee(s).
- Email with the completed Check Request and a message authorizing payment.

The authorized signer is responsible for reviewing and understanding the spending guidelines for the individual Foundation account and assuring that the payment is within those guidelines.

Deans, Chairs and administrators may authorize other signers for projects by emailing that information to [melindatucker@boisestate.edu](mailto:melindatucker@boisestate.edu).

### Receipts

In order to reimburse a University local account, the check is sent directly to Administrative Accounting. When the check has been processed and the deposit is made, Administrative Accounting will send a receipt to the Department receiving funds.

### Boise State University Employees & Student Compensation

The Foundation will not make payments directly to University employees or students or their immediate families. Examples include:

- Awards such as the Bricker Award

- Travel expenses
- Reimbursements for meals, purchases, etc
- Reimbursements for memberships, dues, or professional development courses
- Honoraria

All compensation, including these, must be paid through the University system to ensure compliance with Federal and State regulations. Payroll will deduct appropriate taxes and benefits as required. The paying department may request a reimbursement for these expenses from a Foundation fund into their University local account by using a Foundation Check Request.

### **Payment to Non-Boise State University Employees**

For payments to an independent contractor, please provide a completed W-9 with the Check Request.

### **Student Organization Donations**

For student organizations soliciting gifts, please request that all donations be made payable to the Boise State University Foundation. The student organization can use the donations received by the Foundation by completing a Foundation Check Request. The request must be signed by the organization's advisor or the Department Chair. Students are not approved to authorize check requests. Please request the check be made payable to the student organization's University local account.

### **Alcohol**

Alcoholic beverages are generally not procurable with University funds. A limited exception exists for the President, Vice Presidents and Deans for entertainment for official University functions. Charges will be made to the appropriate University local account. Reimbursement will be made by the Foundation.

### **Back-Up Documentation**

If the check is not a reimbursement of a University local account, please attach to the Check Request the original receipts, invoices, etc. for the amount of the check requested.

For all Check Requests, please attach support documentation justifying the expense.

For all Check Requests, the Foundation reserves the right to request additional information on expenditure details prior to issuing the check.

### **Financial Aid**

All scholarship payments are awarded and paid through Financial Aid.

**Check Request Form Explanation  
(See next page for examples)**

Date of Request: Date of the request is completed.

Amount Requested: Total amount of transaction.

Make Check Payable To: If the transaction is a transfer to a University local account, the check is payable to the local account. If it is an expense off campus, the check is payable to the vendor.

Send check to: All checks payable to University local accounts are sent to Administrative Accounting. If the check is payable to an outside vendor then include the full vendor remit address.

Explanation of Disbursement: Categorize the nature of the expense being paid. For example: equipment, dues, entertainment, fees, compensation, etc.

Name of Foundation Fund: Provide the name of the fund against which you wish the check to be drawn.

Foundation Fund Number: Provide the exact 5 digit account number (e.g. AB101). Including both the account name and number will help insure accuracy.

Requestor Information: Include the name, extension, and mail stop of the person making the request. This is the person we will contact if there are questions.

Authorization Information: Include the name and title of the person authorizing the request. Authorized signers include the Dean, Chair, administrator or their designee. Please have that person sign and date the request. Students are not permitted to authorize requests.

Accounting Information: This section is completed by Foundation staff during the check processing procedure.

**If you have any questions regarding the check request process, please contact the Foundation at (208) 426-4837.**

Example: Transferring funds to a local account to be used by the department for approved expenses.

<b>Check Request</b>		<b>B</b> BOISE STATE UNIVERSITY FOUNDATION	
<b>Check Information</b>			
Date of Request	<u>11/10/14</u>	Amount Requested	<u>\$56.96</u>
Make Check Payable to (Dept ID if applicable)	<u>103L101001</u>		
Send Check to (Payments to University go to Admin Accounting)	<u>Admin Accounting</u>		
Explanation of Disbursement	<u>Cost of renting the Games Center for the Fall 2014 semester Kin-Act 117 Billiards classes</u>		
Foundation Project Name	<u>Snake River Pool and Game Tables Fund</u>		
Foundation Project Number (5 digit code e.g. AB 101)	<u>HR165</u>		
<b>Requestor</b>			
Requestor Name	<u>Li Sperl, Admin Assist</u>	Extension	<u>6-4270</u> Mail Stop <u>1710</u>
<b>Authorization REQUIRED (Dean, Chair, or other authorized account signers)</b>			
Name	<u>John McCHESNEY</u>	Title	<u>Chair</u>
Approval Signature	<u>[Signature]</u>	Date	<u>11-13-2014</u>
<b>Instructions</b>			