



**CHECK DISBURSEMENT REQUEST INSTRUCTIONS**

**QUICK REFERENCE**

To request a check you must submit to Foundation Accounting Office:

- ✓ Check Disbursement Request form.
- ✓ Travel & Entertainment Log if for travel, food or entertainment.
- ✓ Original receipts or original invoice.
- ✓ Personal Services Agreement if payment is to an individual for services.
- ✓ Tape small receipts to one side of a piece of paper. Paper clip all together.
- ✓ Copy of invoice or other backup to send with check if needed. Fold to fit envelope and paperclip to the back.

**CONTACTS**

Janice Findley	Cindy Quan
Disbursement Coordinator	Accounting Tech., Disbursements
University of Oregon Foundation	University of Oregon Foundation
Ph. 541.302.0292	Ph. 541.302.0310
<a href="mailto:jfindley@uofdn.org">jfindley@uofdn.org</a>	<a href="mailto:cquan@uofdn.org">cquan@uofdn.org</a>

**SCHEDULE**

Check Disbursement Requests will be processed twice weekly as follows:

**CDR RECEIVED BY:**  
5 PM THURSDAY  
5 PM MONDAY

**CHECK MAILED or ACH SENT BY:**  
THE FOLLOWING WEDNESDAY  
THE FOLLOWING FRIDAY

Please note that this schedule may be changed due to holidays, staff vacations, or circumstances beyond our control.

**Mailing Checks:** Checks will be mailed in US mail or campus mail to the payee. Checks will not be sent to anyone other than the payee.

**GENERAL INSTRUCTIONS**

To withdraw money from a Foundation Equity account, you will need to prepare a Check Disbursement Request (CDR) form. There are two different CDR forms: a regular CDR form for payments to individuals and vendors, and a Transfer CDR form to be used for the transfer of Foundation money to a University Index. Fill out the CDR completely following the guidelines listed below, and send it along with the original invoice(s) or receipt(s) and any other necessary attachments in campus mail to Foundation Accounting. Fill in the name and phone extension of the person preparing the request at the top of the CDR in case we have questions. Please use the attached forms as your originals, making copies as needed. An electronic "fill-in" CDR is available. E-mail Janice at [jfindley@uofdn.org](mailto:jfindley@uofdn.org) to have a copy e-mailed to you.

### **TRANSFER CHECK DISBURSEMENT REQUEST FORM**

If you are transferring money to a University account (FIS Index #), fill out the Transfer Check Disbursement Request Form. Fill out as you would a regular CDR, but include the Index # or Fund, Org & Prog #s. The Account # must always be 03651. Include a description of how the money will be spent. Attach a copy of the Equity Information Summary. If you need a copy of the summary sheet, please call Janice or Cindy. By signing the Transfer CDR, you are certifying that the donor's spending restrictions will be followed when the money is spent through the University account. Additional backup is not required but is appreciated when available. Backup is required when paying out of a President's Fund 19 account.

### **TRANSFER BETWEEN FOUNDATION FUNDS**

To transfer funds from one Foundation equity to another Foundation equity, send a memo explaining the transfer. An Authorized Signer for the Equity the money is coming out of must sign the memo.

### **CHECK DISBURSEMENT REQUEST FORM**

**Payment of Invoices:** To have us make payment directly to a vendor, have the vendor send you an invoice. Complete the CDR, attach the original invoice (not a photocopy), and a travel log if necessary.

**Furniture or Equipment Inventory:** For any furniture or equipment purchased, State inventory guidelines must be followed. If a State Equipment Inventory Form is filled out, a copy must be attached to your CDR. Send the original to the University's Business Office.

**Reimbursements for Out-Of-Pocket Expenses:** You may request that we make payment to an individual for reimbursement of their out-of-pocket business expenses. To your completed CDR, attach the original itemized receipts (not photocopies or credit card slips), and a travel log if necessary. **Receipts must be turned in within six months of the receipt date.** If there is no receipt available, you must provide proof of payment such as a copy of the individual's check or credit card billing. **There will be no reimbursements for payments for services, awards, catering or rentals.** These must be paid directly to the vendor for 1099 purposes. You may request a per-diem reimbursement for travel using the federal high/low rates. No receipts are required for per-diem reimbursement; however you still must fill out a travel log and show your calculation. You must choose either per-diem rates or actual cost reimbursement for each trip. Mileage reimbursement for use of a personal car for business is at the rate of 48 1/2 cents per mile (for travel 2/1/07 and later). No receipt is necessary for mileage, however an explanation of calculation must be provided on the Travel & Entertainment Log.

**Signature:** The CDR must be signed by an authorized signer for the equity account(s) listed. A Signature Authorization Form should already have been filled out, signed by the Department Head and sent to the Foundation Accounting Office. If there is a change in authorized signers on an equity account, a new Signature Authorization Form must be filled out. Each new Signature Authorization Form nullifies any previous forms on a particular equity account. **When paying a reimbursement to an individual, the person being reimbursed may not be the only signer on the CDR.** The signature on the CDR must be an original. No stamped signatures are allowed.

### **TRAVEL & ENTERTAINMENT LOG**

If payment is being made either to an individual or to a vendor for travel, meals or entertainment a completed Travel and Entertainment Expense Log must be attached to your CDR. On the Travel Log fill in as many details as you can about location, participants, business purpose,

date, and amounts in order to substantiate the appropriateness of the expense. List the participants or, for a large group, note the approximate number of attendees. The business purpose is the benefit to be gained from the activity. Descriptions should give enough information to determine the business purpose. The form must be signed at the bottom by a participant in the activity. A faxed signature on the Travel & Entertainment Log is acceptable. If the payee is a UO employee, they must sign the Travel & Entertainment Log. If the payee is not a UO employee, you should attempt to have the participant sign the Travel Log. However, if this is not possible, someone else who is in a position to know that it is a legitimate business expense may sign the Travel Log instead.

### **PERSONAL SERVICES AGREEMENT**

To pay an individual for services, you must attach a completed Personal Services Agreement to your CDR. For payments of \$600 or more, the payee's social security number and home address is required. Have the payee fill out the check boxes and sign the form. Also attach any other documentation you have such as an invoice, quote or business card. Payments will be evaluated to determine if we are justified in paying the person as an independent contractor instead of as an employee. If we determine the payment should be paid through UO Payroll, the payee may be denied direct payment by the Foundation. Current UO employees may not be paid by personal services agreement unless first approved by Assoc VP for Budget & Finance. Foreign nationals may not be paid by personal services agreement.

### **FOREIGN NATIONALS**

The Foundation will not pay foreign nationals for honoraria, personal services, awards, scholarships or fellowships. These must be made through your state FIS indexes. You may fill out the Transfer CDR to transfer Foundation money to reimburse the FIS index used. Travel and other reimbursements can be made if a copy of an I-94 is provided. The International Visitor Declaration Form (available on UO Business Affairs web site) will also be required if the visa code indicates tourist status.

### **EMPLOYEE AWARDS/HONORARIUMS**

Payments to UO employees, including graduate teaching fellows (GTFs), for taxable events such as awards, services, honorariums, gift certificates or perquisites must be paid through UO Business Affairs Office (UO Payroll or UO Accounts Payable). You may fill out the Transfer CDR to transfer Foundation money to the FIS index used. There may be occasional exceptions that may be paid by Foundation check, but these must be approved in writing by Assoc VP for Budget & Finance prior to being submitted to the Foundation Accounting Office for payment.

### **STUDENT AWARDS/SCHOLARSHIPS**

To pay an award, fellowship or scholarship to a student from Foundation funds, fill out the Foundation Scholarship Requisition form. This will apply the money to the student's account in Oregon Hall and is how the Foundation prefers to process scholarships and awards. Completed Scholarship Requisition forms should be sent to Sandra Biard, UO Foundation. Sandra can be reached at 302-0284. If you must have a Foundation check paid directly to the student for an award, the student may be issued a 1099 at the end of the calendar year reporting the amount of the payment to the IRS. Attach a copy of an award letter or other supporting documentation to your check disbursement request. If \$600 or more, the student's social security number and home address is required. Awards to foreign nationals may not be paid by direct check to the student, but must be processed on the Scholarship Requisition form.