# Standard Operating Procedure

##  Purpose

Submit a Foundation Payment Request form to request reimbursement from foundation funds or to request vendor payment using foundation funds.

## Items Needed

* Foundation Payment Request Form
* Forms are available at <https://nufoundation.org/ali>
* Campus Address- Requesting Department
* Vendor Address or Payee Campus Address
* Date services are requested
* Purpose of payment request
* Foundation fund number
* Invoice with tax included
* Foundation fund names and numbers are available in NUFFO and Ali CRM (NUFFO access must be requested and approved. Usually granted to Dept. Chair and Admin. Coordinator)

## Procedure

1. Complete the Request for Payment form.
2. If payee is an individual, form must be signed by the individual and Department Chair. If payee is a business, form needs to be signed by Department Chair under Supervisor Signature. All Foundation forms are signed by the Assistant Dean of Fiscal Affairs by the Authorized signature.
3. All payment requests must include the original itemized receipt(s). A copy of the receipt may be submitted instead of the original only if a portion of the expense has been paid by the University.
4. The foundation is not exempt from sales tax. Sales tax must be included where appropriate on all expenses reimbursed from foundation funds.
5. If payment is requested for an event, the date and purpose of the event must be clearly stated. If less than six people are involved in the event, list individual names; if six or more then only general description of the group is required. When paying for a table at a banquet, list all names regardless of the size of the party.
6. Completed form is sent to the COE Business office who forwards it to NUFFO.
7. All checks will be returned to the requestor listed at the top of the form. Checks will not be mailed directly by the foundation to the payees.



1. For Food/Meal functions you must have the receipt of the food purchased, who attended the function and the business purpose of the function. If a spouse or family member attended the function, an explanation/business purpose of why they were present at the function is needed. If there is a speaker at the function, the itinerary of the presentation is needed.
2. For Gifts, the name of the person who received the gift is needed. The person’s personnel number (if it can be obtained) is needed, the vendor the gift is from and the type of gift is required. Also, the function/business purpose of the gift is needed.