

2016



FAMU Foundation, Inc. Check Disbursement Guidelines

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FAMU FOUNDATION



Check Disbursement Guidelines

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A Direct Disbursement Form (DDR) must be completed in its entirety with description/purpose of payment request for all expense types.

DDR Submission Deadline

DDR's must be received by the Foundation every Tuesday by Noon.

Check Availability & Distribution

Checks will be available for distribution on Friday for requests that have been correctly submitted for processing by weekly deadline. Checks will not be released to vendors, the area/department requesting the check will be responsible for picking up checks.

Upon requests check can be mailed to vendor by the Foundation unless it is a cash advance request.

Reimbursements (General Expenses)

Allowable general expenses include but are not limited to travel, meetings (conferences), catering, honorariums, postage, printing, memberships, office supplies, computer hardware and software, etc.

Un-Processed Direct Disbursements

Any request that has been submitted incorrectly (missing appropriate documentation) will be returned with a routing form (listing the reason that it was not processed) to the contact person of the area/department listed on the form.

Foundation Forms

Ways to access forms:

1. <http://advancement.famu.edu/>
2. Go to www.famu.edu and select "Giving to FAMU" tab and click on University Advancement toolbar

Cash Advances & Settlements

Use this form to pay a vendor for service which an invoice cannot be provided prior to payment or for travel advances.

1. Completion of the Cash Advance Acknowledgement Form including Payee signature (the person responsible for making sure the settlement has been cleared with the Foundation).
2. Copy of Quote or Sales Order form
3. Cash Advance requests require settlement within (10) days of receipts.
4. Cash Advances will not be permitted if an employee or department/area has an outstanding cash advance.

Catering

METZ Catering Approvals & Off-Campus Food Vendors

1. A DDR form and copy of METZ Confirmation invoice must be submitted to the Foundation for Approval **72 hours** in advance. Once the request has been approved by Foundation management staff, a copy of the signed request will be sent to METZ.
2. Use of Off-Campus food vendors requires an authorization waiver from METZ per their policy with the university PRIOR to use of and payment to this vendor type.

Computer Hardware & Software

1. Invoice or receipt for computer hardware and software purchases.
2. Completion of an IRR Form. Please contact the EIT Department for this form.

Contract Services/Independent Contractors

1. Payee/Vendor must not be a Florida A&M University employee.
2. IRS Compliant W-9 form is to completed by payee/vendor.
3. Copy of Contract that identifies scope of work and payment amounts and installments. A signature from a university official is required such as the President and or Vice-President/Provost (whichever is applicable). A Miscellaneous 1099 Form will be sent at the end of the year.
4. Employees of Florida A&M University are not allowed to be paid by this method.

Funds Transfers

1. **Transfer of Funds** – Transfer of funds from one project within the FAMU Foundation to another project are permitted and requires an official letter from dean, director, Vice-President and/or President that administers those funds.

Honorariums

1. A copy of a letter or invitation sent to guest speaker that outlines event and details honorarium amount, etc.
2. IRS Compliant W-9 form (to be completed by the Payee)
3. Direct payments to guest speakers for honorariums are not permitted as an out of pocket expense by employees due to tax reporting purposes.

Mailing Address Changes (Payee & Vendor)

Payee and Vendor mailing address requires written notification by individuals and companies so that we will have the correct information in our vendor database. Please update remittance address often as necessary. ***This information can be listed on the DDR form in the “Special Instructions” field.

Miscellaneous 1099 Forms

Any payee that receives a payment for services in the amount of \$600 or more will be issued a MISC. 1099 form for the tax reporting year in which monies were paid

Moving Expenses

Allowable for employees when it is included in an employee's contract. A copy of the employment contract and moving expense receipts are required for reimbursement to employee. Payments can be made directly to moving company when it is applicable. Please refer to the Office of Human Resources policy to identify which employees are eligible for this type of compensation.

Office Supplies

1. Invoice required listing items to be purchased OR completion of a cash advance form with an itemized list of supplies to be purchased.

Parking & Towing Fees

1. Parking fees may be reimbursable when they are travel related.
2. Towing expenses are not allowable.

P-Card (Purchasing Card) Payments

P-Card Payments will be paid to the FAMU Controller's Office along with a copy of the P-Card Statement and receipts.

Payment Increases

The FAMU Foundation requires approval from appropriate signature authority for any requests submitted in which the payment is more than a 10% allowable increase above the original requested amount.

Salaries & Additional Compensation

1. **Salaries** will be paid directly to the University Controller's Office and requires a copy of the contract and/or recommendation letter.
2. **Additional Compensation** forms must be completed when an employee is being paid for work outside normal work hours.
3. **OPS Salaries** – Entire OPS Personnel Action and Terms and Conditions forms should be completed for temporary work assignments.

Scholarships

Scholarships are academic awards referred to as scholarships, a qualified educational expense defined to pay for tuition and fees, books, supplies, housing, etc. ***This expense must go through the university financial aid system and will be paid to the student's account and applied directly to their bill.*** Any additional funds left from award will be refunded to the student once per semester.

1. Completion of a Financial Aid Award Notification Form is required for scholarships awarded to a student for the semesters indicated on the form.
2. Submit the form to the FAMU Foundation scholarship coordinator.

Stipends & Award Competitions

Stipends are payments to students that may not require the student to work to receive the funds, they are considered to be a non-qualified educational expense as defined. ***This expense must go through the university financial aid system and will be paid to the student's account and applied directly to their bill.*** Any additional funds left from award will be refunded to the student once per semester.

The FAMU Foundation only disburses these payment types in two methods:

1. **Non-Services** – This funding does not require the student to perform any type of service as clerks/interns, or assisting with research, teaching or academic work including award competitions. This is considered as a scholarship. ***Please refer to scholarship guidelines for processing.
2. **Services** – Any work performed for services rendered is considered as compensation. This method of payment requires payment through the university Controller's office and completion of appropriate personnel forms. Please refer to salary guideline for processing.

Stop Payments

Stop Payment requests should be submitted in writing stating reason for the request such as i.e. lost check, payee never received check, damaged check to weather or water spills, etc. Any checks not cashed after 180 days bank limitation will have a stop payment placed on it. If a check needs to be re-issued, a request should be made to do so.

A fee of \$30 per request will be applied to the project name & project on which the check was issued.

Travel

1. **Employees** - Copy of Approved Travel Authorization Form with appropriate signatures
2. **Students** – Completion of a Domestic Travel Waiver is required.
Student Group Travel - Memo of certification that a Domestic Travel Waiver form has been completed and is on file within the appropriate school or department is required.
3. **Foundation Travel and Entertainment Voucher Form** – (Itemize all expenses such as Travel mileage (personal vehicle use), airfare, car rental, lodging, meals, business meals, parking, tolls, etc.)
4. **Receipts** – Must be **original and itemized** are required (Hotel, Car Rental Airfare, Taxi, Meals (Business only), etc. Payment methods must be indicated by cash or credit card.
5. **Mileage** – Provide a copy of MapQuest or state mileage Chart (within the state of Florida) indicating miles travel roundtrip. The State of Florida mileage rate is .445 cents per mile.
6. **Meals/Per Diem Rates** – Breakfast - \$6.00 - Lunch - \$11.00 – Dinner - \$19.00 – **Daily Total = \$36.00 per day.** ***Per Diem is not allowed for short one (1) day trips. Meals are not to be compensated for conferences or meeting that provides food during a specified meal time. Refer to State of Florida Travel policy.
7. **Foreign Travel** – Copies of Foreign Travel approval documents are required when travel occurs outside of the United States. Also, submit documentation that supports calculated conversion rates for expenses paid is required for U.S. Dollar value for reimbursement.

Voided Checks

1. Provide a memo requesting to void the check and list the purpose of request is being made.
2. Attach original check to memo and write “VOID” on the check (if check is available).

W-9 Tax Payer Identification Forms

1. The FAMU Foundation does not require completion of a vendor application. We only accept the Internal Revenue Service (IRS) compliant W-9 Form. All vendors and payees must complete this form.

Direct Disbursement Guidelines Update Policy

The FAMU Foundation, Inc. reserves the right to update, add, or delete information as rules and regulations change. Revised information will be distributed to all Project Administrators as changes occur.



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