



FAMU FOUNDATION, INC.

Check Disbursement Guidelines

2024

625 EAST TENNESSEE STREET, SUITE 100, TALLAHASSEE, FL 32308

PHONE (850) 412-5755

FAX (850) 412-5138

Table of Contents

General Information/Disbursement Deadline.....	Page 3
Pending/Unprocessed DDR's.....	Page 4
Foundation Forms.....	Page 4
Cash Advances/Settlements.....	Page 4
Catering Approvals.....	Page 5
Computer Hardware/Software Purchases.....	Page 6
Contract Services/Independent Contractors.....	Page 6
Honorariums.....	Page 7
Salaries & Additional Compensation.....	Page 8
Stipend Payments (students only)	Page 9
Stop Payments.....	Page 11
Travel.....	Page 11
Travel Leaders.....	Page 12
Voided or Lost Checks.....	Page 13
W-9 Taxpayer Form.....	Page 13

**** Frequently used topics listed.***

FAMU FOUNDATION



Check Disbursement Guidelines

Updated February 2024

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

DDR Submission Deadline

DDR's must be received by the Foundation every Monday by noon. After DDR's have been routed through the respective areas/departments with appropriate signature approvals they should be emailed to: disbursementrequests.foundation@famuh.edu

***Any disbursement requests received after the deadline will be reviewed and processed the following week.

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, only to the designated contact person within the area/department requesting the check will be responsible for distribution of a check. All checks that are not picked up within 2-3 business days upon issuance will be mailed. Upon written request for special handling, a check can be mailed to vendors by the Foundation unless it is a cash advance request.

Reimbursements - General Expenses

Allowable general expenses include but are not limited to travel, meeting fees (conferences), catering, honorariums, laundry (sports teams, band, etc.), postage, printing, memberships (job-related), office supplies and materials, computer hardware and software, etc. ***Payments that exceeds \$599 must be made directly to the vendor instead of out of pocket for IRS reporting purposes.

Pending/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. A contact person and phone number must be listed on the form.

Foundation Forms

Ways to access forms:

1. <http://advancement.famu.edu/>
2. Go to www.famu.edu and select the **Giving to FAMU** tab and select the **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. This form of payment must be made directly to the vendor/business and not in the name of an employee, with the exception of 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. Unless it is for computers or other equipment that may take longer to receive due to shipping or special handling.
4. Cash Advances will not be permitted if an employee or department/area has an outstanding cash advance that has not been satisfied.

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. Please allow time for signature approvals to be submitted.
2. Use of Off-Campus food vendors requires an authorization waiver from METZ per their contractual policy with the University PRIOR to use of and payment to this vendor type.

Invoices for catering events that increase more than the 10 percent allowance requires a written approval. *****Please refer to FAMU Foundation Metz Catering Guidelines.**

METZ Catering DDR Approval Guidelines

via FAMU Foundation

1. A Direct Disbursement Request (DDR) must be completed from the department/Area requesting catering services with appropriate invoice attached and signature approvals from directors, deans, vice-presidents and/or President.
2. Metz prefers clients to provide approvals 48 business hours prior to the event in accordance to their food service general guidelines.
3. DDR's should be submitted to the FAMU Foundation 48 to 72 business hours prior Metz event deadline to acquire signature approval.
4. DDR Approvals for catering from the Foundation will be emailed to Metz when funds have been verified and the appropriate signature authorization has been obtained from fiscal management staff. *****No verbal confirmations will be given; we must have a DDR on file for all catering events to be paid with FAMU Foundation funds.**
5. Catering events that have been CANCELLED requires proper notification and will be provided to the FAMU Foundation via Metz Weekly Sales Report.

6. Payments to Metz will be made by the FAMU Foundation in accordance to DDR prior approvals from area/department head. If no prior authorization has been given to the FAMU Foundation for an increased invoice amount, that portion of the invoice will remain unpaid until written authorization has been received from the area/department responsible for the payment.
7. Payments due to Metz will be PAID from final invoices sent to the FAMU Foundation via the weekly catering sales report and no earlier than. Any amount in the final invoice that is less than prior approval will be adjusted when payment is made.

***These guidelines are to be adhered to by all areas/departments in which FAMU Foundation funds are used to pay for catering services.

FAMU Foundation Fiscal Management Staff

6/21/16

Computer Hardware & Software

1. Invoice or receipt for computer hardware and software purchases.
2. Completion of an IRR Form. Please contact the ITS 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 be completed by the 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 on payroll are not allowed to be paid by this method.
5. Payments for this type of provider must be made directly to the vendor with a FAMU Foundation check and not as an out-of-pocket payment by a university employee.

Funds Transfers

1. **Transfer of Funds** – Transfer of funds from one project to another project within the FAMU Foundation are permitted and requires a DDR form and an official letter of purpose and amount with all signature approvals from the 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 and or independent contractors are not permitted as an out-of-pocket expense by employees due to IRS tax reporting purposes. Honorariums must be paid directly to the guest speakers with a FAMU Foundation check.

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 as 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 \$599 or more will be issued a Miscellaneous-1099 form for the tax reporting year in which monies were paid. This document will be mailed to the vendor.

Moving Expenses

Allowable for employees when it is included in an employee’s contract (usually applicable to executive employees). A copy of the employment contract and moving expense receipts are required for reimbursement to employee. Payments can be made to directly to the 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. An invoice is 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 and are the responsibility of the vehicle owner or driver.

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.

Vendors (Sole-Source and Payments Over \$5000)

The FAMU Foundation require supporting documentation (3 bids or quotes) for payments to vendors that are \$5000 or more.

1. Payments of \$5000 to \$10,000 requires copies of **2** bids.
2. Payment of \$10,001 to \$75,000 requires copies of **3** bids.

If the vendor is a sole-source vendor and can only provide specific materials, goods and services, additional documentation may be required. This will be handled under special need basis.

Salaries & Additional Compensation

1. **All 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 for a qualified educational expense designated to pay for tuition and fees, books, supplies, housing, etc. ***This award must go through the university financial aid department and will be paid to the student's account. Students must have a FAFSA on file to receive any financial assistance. Awards will be applied to their bill first*** and any additional funds left from award will be refunded to the student. If students are over awarded or have holds placed on their account, scholarships will not disburse.

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 via email at foundation.awards@famu.edu All notification forms must be signed by the Dean/Department VP and the excel and pdf versions of the form must be submitted.

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 be paid to the FAMU Controller's Office and will be paid to the student once the stipend process has been followed.***

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.
3. **Stipend Payments (See below):**

Stipend Payment Process

(Foundation Funds – Controller's Office Disburses Funds)

- 1) Email Student Access Form to Purchasing/Procurement (purchasing@famuedu) so the students can be entered into the system as a vendor.
 - a. Purchasing Office will provide an email confirming the student has been entered as a vendor, do not move forward until you receive confirmation from the purchasing office.
 - b. Copy Mattie Hood (mattie.hood@famuedu) and Antonita Bryant (antonita.bryant@famuedu).
- 2) Complete a Foundation Direct Disbursement Request (DDR) and route the DDR through the appropriate approval channels (Grant Administrator/PI/Director, School/College Dean and then Provost). The following information needs to be attached to the DDR:
 - a. A list/table of each student receiving a stipend that contains:
 - i. First Name
 - ii. Last Name
 - iii. Student Identification Number
 - iv. Stipend Amount
 - b. A copy of the gift agreement and/or final approved grant agreement.
 - i. *Note: please highlight the portion of the agreement that details students are allowed to receive stipends from the grant.*
- 3) Once the check is disbursed by the Foundation, you will need to pick the check up and hand-delivered the check to the Student Financial Services Office (Cashier's Office – Rm. 103 – CASS).
 - a. A fully approved deposit transmittal form must accompany the check so that the Cashier's Office applies the funds to the correct account.
 - i. Required Chart Field Information for the Deposit Transmittal:
 1. Department: 410571
 2. Fund Code: 201
 3. Program: 61
 4. Account: 683900
 - ii. *Note the Cashier's Office will provide you with a hard copy of the completed deposit transmittal for your records.*
- 4) After the check has been deposited, a fully approved Requisition/Stipend Form must be submitted to Accounts Payable for each student. This requisition/stipend must include the same chart field information that was on the deposit transmittal submitted to the Cashier's office so that the payments can be deducted from the proper account.

- a. Email the requisition/stipend form to Account Payable at accountspayabledocs@famu.edu.
 - b. Copy Brittnei Robinson-Hood (Brittnei.hood@famu.edu) and Christalyn Davis (christalyn.davis@famu.edu)
 - i. *Note: The Accounts Payable Department will obtain the student's information from the supplier file in Purchasing/Procurement to ensure they are in the system as a payable vendor.*
- 5) Once all forms are submitted, the stipends take approximately 48 Hours to process. Once the check(s) are processed, the Accounts Payable office will contact (usually through email) the point of contact that is listed on the requisition/stipend form to pick-up the checks from the Controller's Office (Rm. 201 FHAC).
- a. Checks Issuance: Checks are issued Monday through Friday in two sessions:
 - i. Mornings - 9:00am - 11:00am
 - ii. Afternoons - 2:00pm- 4:00pm

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 \$36 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 and/or Foreign Travel Waiver form has been completed and is on file within the appropriate school or department is required. Also, a listing of student names and identification numbers are required. This
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/Uber, 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 meetings that provides food during a specified mealtime. Refer to State of Florida Travel policy.
7. **Foreign Travel** – Copies of Foreign Travel approval documents are required when travel occurs outside if the United States. Also, submit documentation that supports calculated conversion rates for expenses paid is required for U.S. Dollar value for reimbursement.
8. **University Guests** – All travel guidelines must be adhered to for university guests. Spouse travel is not allowed (employees or non-employees).

Travel Leaders Airline Ticket Authorizations

All airline tickets to be booked through Travel Leaders Corporate, and they must be set up using the Travel Leaders guidelines via the FAMU Foundation. A Travel Leaders representative can be reached at **(800)544-2307.**

1. DDR form payable to Travel Leaders
2. Copy of travel Itinerary from travel agent.
3. Copy of the appropriate travel approval documents (domestic and foreign) for employees and students.

Steps to setting up airfare arrangements with Travel Leaders using FAMU Foundation funds:

1. Contact Travel Leaders to arrange airfare itinerary for traveler.
2. Prepare and submit a Direct Disbursement (DDR) Form payable to Traveler Leaders. Attach travel itinerary provided by Travel Leader to DDR form with approved travel form (TAR) for traveler (university employee or guest). For students, please provide a memo of certification listing students name and ID number stating that their domestic travel waiver(s) have been completed and are on file within the area or department responsible for paying for the travel. ****Please make sure you have the traveler's name as on their State Driver's License or Identification Card, date of birth and email address**

at the time of making travel arrangements. ***It is also good to download the airline app on your mobile phone for notification purpose regarding your flight.

3. All documents must be routed for appropriate signature approvals (Dean and Provost) and submitted within 24-48 hours to the FAMU Foundation so that the ticket prices will not increase or cancel the booking by the travel agent. ****Please confirm the ticket cancellation policy with the Travel Leaders agent.**
4. After the Direct Disbursement Form has been submitted properly, funds will be verified for signature approval by FAMU Foundation staff, and an authorization will be provided to Travel Leaders to book airfare for payment. Travel Leaders will send the booking confirmation via email.

Note: For some reason the airfare increases after the fact, the area or department will be responsible providing a written approval immediately to pay those charges.

Voided or Lost 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).
3. If a check needs to be re-issued, a memo is required on department letterhead stating the reason (i.e. lost in the mail).
4. There is a \$36 stop payment fee.

W-9 Taxpayer 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.
2. All vendors and payees must complete this form to insure we have all the payee's information including address in our vendor payment database. Their information will only be reported to IRS if they are on file as a Miscellaneous-1099 vendor for that calendar year.

International Vendors – Completion of an IRS Compliant W-8BEN-E form is required for payments to vendors outside of the United States.

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.

FAMU Foundation Disbursement Guidelines UPDATED – February 2024





Florida A&M University Foundation Financial Services Staff

Dr. Shawnta Friday-Stroud
*Vice President of University Advancement and
Executive Director, FAMU Foundation*
shawnta.friday@famuedu
(850)412-5755

Latosha Adams-Francis
Director of Financial Services
latosha.adams@famuedu
(850)412-5132

Gena Palmberg
Asst. Director Financial Operations
gena.palmberg@famuedu
(850)412-5754

Kim Brown
*Senior Fiscal Assistant - Accounts Payable & Logistics Assistant
Special Events & Cash Handling Coordinator*
kimberly.brown@famuedu
(850)412-5134

Andre Crumity
Senior Fiscal Assistant – Accounts Receivable
andre.crumity@famuedu
(850)412-5135

Danielle Hurd
Coordinator, Gift Processing
(850)561-2980
danielle.hurd@famu.edu

Kristen Florence
Asst. Director, Donor Relations
(850)412-5125
kristen.florence@famu.edu

Kechaunda Gilcrease
Asst. Director of Fiscal Operations/Foundation Scholarships
(850)412-5675
kechaunda.gilcrease@famu.edu

Kenyatta Haywood
Coordinator, Administrative Services/Foundation Scholarships
(850)412-7108
kenyatta.hinson@famu.edu

Mailing Address:

Florida A&M University Foundation
625 East Tennessee Street, Suite 100
Tallahassee, FL 32308

Phone: (850)412-5755 **Fax:** (850)412-5138



This page was left blank intentionally.