



## UCA Foundation

MEMORANDUM TO: UCA Foundation Fund Directors

FROM: Chad Hearne, Executive Director, UCA Foundation

DATE: March 2, 2020

SUBJECT: **Fund Usage Guidelines – Effective March 2, 2020**

Please review the following guidelines for making deposits, requesting checks, report requests, and requesting copies of file materials. Forms for fund requests, reimbursement requests, scholarship requests, deposits, and gift-in-kind donations can be found on the [UCA Foundation website](#).

### **Fund Requests**

1. All expenditures must comply with the guidelines set in the Memorandum of Understanding for each fund. If you need copies of this document or any file materials please contact the UCA Foundation.
2. All fund requests must include a [completed funds request form](#) signed by the fund director **and** the Dean/VP. Please include any supporting documentation. Any incomplete funds request forms will be returned unprocessed to the Fund Director for correction.
3. Fund requests may be sent via campus mail or delivered to the UCA Foundation located in Buffalo Alumni Hall. For expedited processing, please have all completed requests submitted by noon on Tuesday.
4. For new EFT requests, please submit the [Electronic Funds Transfer Authorization form](#) with the funds request form.
5. For payment of invoices, please supply the original invoice billed to the UCA Foundation. Use/Sales tax will be added and charged to the fund for any invoice from an out-of-state vendor who did not charge sales tax.
6. When requesting reimbursements, please fill out the [Reimbursement Request Form](#). List all receipts in date order and **must have detail and cannot be credit card summary receipts**. (Example: A summary receipt for a meal showing total only is not acceptable unless accompanied by the register receipt showing details.) ***For meals, please list the purpose of the meal and all guests on receipt.***

7. If any receipts are in foreign currency, please convert to US dollars and provide the conversion rate used. Also, please provide what was purchased if receipt is in a foreign language.
8. Moving expenses are considered taxable income and are paid through Human Resources. To use your Foundation funds to pay moving expenses, please submit a fund request payable to UCA. Your department will also need to cover the Employer portion of the FICA/SS/Medicare wages on these. For details, please contact the UCA Human Resources department.
9. When requesting payments for stipends, honorariums, professional fees, awards, etc. include a completed [W-9 form](#). Faculty, staff and current students **cannot** be paid stipends, professional fees, or honorariums through the Foundation.
10. Only vendor specific gift cards may be purchased for use as door prizes/drawings only. **The purchase of Visa, MasterCard, or American Express gift cards is not allowed.** Gift cards **cannot** be used to pay for work or travel or as gifts.
11. When requesting payment of awards/scholarships, please include the student's name and ID number. All scholarships are paid directly to UCA and deposited into the student's UCA account. When requesting reimbursement/payment directly to a student, please indicate if this was for academic credit or not.
12. Requests for advance payment (prepay or quotes) of materials, travel, etc. will require you to submit an original itemized receipt once it is obtained. The funds request form should state the date that original receipts and unused money will be returned to the Foundation office.
13. All checks must be picked up in Buffalo Alumni Hall when ready. On the funds request form, ***please make sure to designate a department contact and email*** in order to be notified when checks are ready for pick up.

### **Deposits**

1. All deposits ***must include a fully completed [deposit form](#)***. No goods/services/advertising/etc. can be received and fees of any kind are not considered donations, are not tax deductible, and tax receipts will not be issued for this type of deposit. Sponsorships may be partially tax deductible (less benefits received), but you must provide this information with your deposit.
2. All deposits should be brought to the UCA Foundation office in Buffalo Alumni Hall. Deposits should not be left at the front desk and should be given directly to a Foundation employee or dropped into the Foundation Lock Box. The original deposit form will be returned to your office with written verification of the amount.

3. Credit card deposits must be submitted on a [separate deposit form](#) and not combined with check and cash deposits. Be sure to include complete credit card numbers, expiration date, CVV code, name on the card, and amount to be charged. Also, please separate American Express credit cards on a separate deposit form.
4. Any deposit that includes cash should be verified and initialed by a second person before depositing to the Foundation.
5. **All checks for deposit must be made payable to the UCA Foundation, Inc.** You can request that your donors include the designated fund name on the check payee line after the Foundation or on the memo line of the check. Any checks made payable to UCA or a specific department cannot be deposited into a Foundation account. If the payee is not UCA Foundation, you will need to do one of the following: 1) deposit the check to your UCA departmental account, 2) have the donor re-issue the check correctly, or 3) obtain a written statement from your donor stating the check was intended for the UCA Foundation.
6. Any checks that have been stamped on the endorsement line with a UCA and/or department stamp cannot be deposited into the UCA Foundation and will need to go to UCA for deposit.

### **Reports**

1. All fund directors will receive contribution reports in months where gifts are received.
2. All fund directors will receive monthly project activity reports on the funds for which they are responsible.
3. All reports will be sent as soon as possible the following month.
4. All report requests and changes in designated fund directors should be made via email to the Executive Director of the Foundation.

### **Fund-Raising/Solicitation Guidelines**

Under IRS laws, the UCA Foundation must send a tax receipt to all donors who make contributions. This law also states that a written disclosure statement must be given to donors who make a payment in excess of \$75 that is described as a “quid pro quo” contribution. A “quid pro quo” contribution is one in which a portion is for goods or services (such as tickets or a meal) and a portion is for a contribution.

This written disclosure statement must:

1. Inform the donor of the amount which is tax deductible;
2. Provide the donor with a good-faith estimate of the value of the goods or services that they received;
3. Be furnished in connection with either the solicitation or the receipt of the contribution.

It will be up to you as fund directors to provide this information to potential donors when departmental solicitations are done which involve goods or services given to donors. You will also need to provide the Foundation office with a copy of the solicitation to retain in the fund file.

When a potential donor will be asked to contribute \$1,000 or more, the request will need to be pre-approved by the President of the UCA Foundation. This will ensure that UCA is not making multiple requests from the same individuals and businesses.