



## Check Disbursement Request Instructions for the University of Oregon

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

- ✓ Check Disbursement Request form.
- ✓ Original receipts or original invoice. Tape small receipts to one side of a piece of paper. Paper clip all pages together.
- ✓ Travel & Entertainment Log if for travel, food or entertainment.
- ✓ Personal Services Confirmation if payment is to an individual for services.
- ✓ Copy of invoice or other backup to send with check if needed. Fold to fit envelope and paperclip to the back of the packet of documents.
- ✓ Checks will be mailed in US mail or campus mail to the payee. Checks will not be mailed to anyone other than the payee.

### **Contacts**

Janice Lutz  
Accounts Payable Coordinator  
University of Oregon Foundation  
Ph. 541.302.0292  
[jlutz@uofoundation.org](mailto:jlutz@uofoundation.org)

Cindy Quan  
Accounts Payable Specialist  
University of Oregon Foundation  
Ph. 541.302.0310  
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### **Schedule**

Check Disbursement Requests will be processed twice weekly as follows:

CDR Received by:

5 p.m. Thursday

5 p.m. Monday

Check Mailed or ACH sent by:

the following Wednesday

the following Friday

Payments greater than \$200,000 require additional time. Please allow two weeks for processing requests over \$200,000.

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

### **General Information**

To withdraw money from a Foundation 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. Note that the Foundation does not pay for reserved parking spaces, parking tickets or key deposits for UO employees.

### **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.

The date the expense was or will be incurred must be included. Backup is required when paying out of a President's Fund allocation account. 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.

### ***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, and a travel log if necessary.

**Furniture or Equipment Inventory:** For any furniture or equipment purchased, State inventory guidelines must be followed. Equipment purchases of \$5,000 and over must be paid through a state index. Computer equipment, laptops and larger, must also be paid through a state index. You may submit a Transfer CDR to the Foundation to move money to a state index to cover the cost.

**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 (no summary 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 and have the payee sign a Missing Receipt Affidavit. **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 51 cents per mile (for travel 01/01/2011 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 Verification 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 Verification Form must be filled out. **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 and 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 Confirmation***

To pay an individual for services, you must attach a completed Personal Services Confirmation to your CDR. Have the payee complete 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.

### ***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.

### ***Foreign Currency Exchanges***

When reimbursing credit card charges we will reimburse the actual amount in US dollars charged on the credit card statement. Turn in both the receipt and a copy of the credit card bill. To document the exchange rate used for cash expenses, submit either a receipt where money was exchanged to document the exchange rate used, or use the OANDA currency conversion for the date of the receipt. If you use OANDA, print out the page showing the exchange rate and attach it to your check request to document the rate used.

### ***Employee Awards and Honorariums***

Payments to UO employees, including graduate teaching fellows (GTFs), for potentially 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 state index used.

### ***Student Awards and Scholarships***

To pay an award, fellowship or scholarship to a student from Foundation funds, fill out University of Oregon Resource Aid Requisition form. This will apply the money to the student's account in Oregon Hall. Completed Resource Aid Requisition forms should be sent to Dala Gant, Development Office, Agate Hall. Dala can be reached at 346-0496.