



UNIVERSITY OF OREGON
FOUNDATION

Notification period for cash availability

Payments from expendable funds (20s, 50s, 99) on Check Disbursement Request (CDR) or Transfer to UO CDR form

Less than \$250,000	Normal CDR processing time
Greater than \$250,000	Additional 2 weeks

If you have any questions, please contact the Foundation Accounts Payable team.

Janice Lutz jlutz@uofoundation.org 541.302.0292

Cindy Quan cquan@uofoundation.org 541.302.0310

Uma O'Connell uumo@uofoundation.org 541.302.0316

Transfers from quasi funds (33, 34, 35) to expendable funds on Transfer between Foundation Funds form

Transfers are made only at the end of a month.

Less than \$250,000	end of the month in which the request is received
Greater than \$250,000	end of the following month

If you have questions about transfers from quasi to expendable funds, please contact Sally Miles, smiles@uofoundation.org, 541-302-0298.

Transfer forms are available on the Foundation website at:

<http://www.uofoundation.org/resources/forms.php> under Disbursements.

A request is considered received once the Foundation has correctly completed form(s). All payments require the signature of an authorized signer.