

Completing UA Foundation Payment Request Form

The University of Arkansas Foundation, Inc. requires that a payment authorization form be completed before a check can be issued from Foundation funds.

Most checks are requested to pay a vendor or reimburse an employee for an expense incurred while conducting his/her job with the University. Examples of these types of requests would include reimbursement for travel, meals, entertaining prospective employees or guests of the University, purchase of office supplies, and many other items in support of the University. No taxes are withheld from these types of payments.

There are other requests, however, that may be considered taxable fringe benefits if the payment is made to University of Arkansas employees.

Examples of the most common requests would be:

- Honorariums for Seminar Presentations (includes speakers)
- Prizes and Awards given as cash and cash equivalent awards (i.e. gift certificates). Note: Awards given as tangible property under \$400 are not taxable
- Bonuses
- Country Club Dues (business expenses allowed if documented by diary or daily record)
- Research Grants, Scholarships and Fellowships (some portions may be taxable)
- Spousal Travel
- Civic Organization Dues (certain business expenses allowed)
- Athletic Tickets
- Payment of Tuition and Books for employees (certain payments allowed)
- Monthly Allowances

The office of the Vice Chancellor for Finance and Administration will review each payment request and make a determination if it is a taxable fringe benefit. If it is taxable, the account being charged will have an additional charge made for taxes, and the employee receiving the check will also be charged a matching amount from his/her Foundation check for payroll taxes and withholding.

One copy of the Foundation Payment Request form with original receipts is required for

initiation of a check. The form must be signed by the person requesting the payment, office of the dean or vice chancellor for the unit requesting the payment, and finally, review and approval by the office of the Vice Chancellor for Finance and Administration (which includes initials by the tax compliance officer).

After these approvals are obtained, the form is forwarded to the Foundation Office for issuance of a check.

[Payment Authorization Form](#)

Revised September 12, 2002

Revised April 1, 1997

July 1, 1990