

University of Arkansas Foundation Expenditure Guidelines

The following general guidelines must be followed when requesting expenditures from University of Arkansas Foundation accounts.

A. Signatures

1. The Vice Chancellor for Finance and Administration will submit payment authorizations to the Executive Director of the UA Foundation for approval. If a question occurs concerning the request for payment, the Executive Director will consult with the President of the UA System for clarification of the payment request.
2. All vice chancellors except the Vice Chancellor for Finance and Administration must obtain the approval signature of the Vice Chancellor for Finance and Administration before submitting payment authorizations to the UA Foundation for processing of payment. The Vice Chancellor for Finance and Administration will submit payment authorizations to the Chancellor for approval before forwarding to the UA Foundation for payment.
3. Department heads, faculty, and staff in academic areas must obtain the approval of the department and dean prior to obtaining the Vice Chancellor for Academic Affairs' approval (unless the VCAA has agreed his signature is not necessary). After all required signatures are obtained, the payment authorization must be reviewed and approved by the University's tax compliance officer. Each request is checked for compliance with IRS tax regulations. The form is then forwarded to the Vice Chancellor for Finance and Administration for approval. After obtaining the Vice Chancellor for Finance and Administration's approval signature, the payment authorization is submitted to the UA Foundation for payment.

B. Travel

1. All travel **MUST** be approved by the appropriate University officials. If travel is being paid partially by the University and partly by the UA Foundation, a copy of the University's Travel Expense Statement must accompany the request for reimbursement from the Foundation. Copies of receipts should be attached to the Travel Expense Statement indicating what portion is to be paid by the Foundation.

2. Reimbursable Items:

Air, rail and bus fares for which tickets are purchased provided the receipted stub indicates amount paid and destination.

Lodging expenses while away from University on official business, receipt for which must be presented.

Cost of meals while away from University on official business. Official receipt must be

attached. If a business visitor is to be a guest for a meal, the guest must be identified, purpose of the meeting stated, and the receipt presented.

Auto mileage for distances traveled on official business. Rate for reimbursement is rate approved by the University of Arkansas. Highway, toll fees and parking fees may be reimbursed, with presentation of receipts when available.

C. Salaries

The University of Arkansas Foundation does not pay salaries directly. However, disbursements may be made to reimburse University accounts.

The University of Arkansas Foundation may make direct award payments to University of Arkansas employees.

D. Supplies and Equipment

1. For items costing less than \$500, the Foundation will:

Pay the vendor directly if the original invoice is attached to the Payment Authorization and the invoice has been signed by the purchaser indicating that the item(s) has been received in good condition.

Reimburse University accounts for items ordered through the University purchasing system. Reimburse University employees for items purchased with personal funds if receipts are attached.

2. For items costing \$500 or more:

Invoices will be paid by the Foundation when they have been signed by the purchaser. The item is to be maintained on the UA inventory, the appropriate UA inventory sticker must be attached, and the Foundation will notify the University's Property Accounting office of the item. The Foundation will automatically process a transfer of assets to the University.

E. Bidding Procedure

It is recommended when purchasing high-cost items that competitive bidding procedures be used. Bids may be obtained in writing or over the telephone. It is suggested that three bids be procured. Quality, compatibility, or maintenance costs may be considered factors in accepting a bid other than the low bid. Such factors must be explained in order to justify such a purchase. After departments have reviewed the bids and purchased the item, the bid quotes and justification of purchase should be retained in the departmental files for future reference.

F. Scholarships

1. If a scholarship is to be awarded through the Foundation, notify the Office of Financial Aid and Scholarships. The Office of Financial Aid and Scholarships requires the student's name, address and social security number.
2. The Foundation may reimburse University accounts for scholarships.

G. Miscellaneous

1. Recruitment of faculty, staff or students:

Expenses may be reimbursed if receipts are attached.

2. Moving expenses of faculty and staff: Expenses may be reimbursed as agreed upon by appropriate administrators.
3. Postage expenses: May be reimbursed if a receipt from the Post Office is attached.
4. Promotional materials: May be reimbursed if receipts are attached.
5. Business lunches and dinners: May be reimbursed with receipt attached. Request for reimbursement MUST include the purpose for the lunch/dinner and names of all attendees.
6. The Foundation WILL NOT reimburse for any violations of the law, (i.e., parking tickets, moving violations) or for any expenditure that would jeopardize the tax status of the Foundation.

Revised November, 1998
October 5, 1994