

College of Charleston Foundation Check Request Instructions

Foundation Check Request forms are used to request reimbursement for expenses or to have expenses paid from a Foundation account. A Foundation check request is required for **ALL** payment requests from the Foundation.

The Foundation Check Request is divided into six sections requiring information.

Please keep payment requests and related documentation as review-friendly as possible (e.g., one electronic document, legible copies, and a summary page if multiple expenses are requested).

Payee Information:

Mark how the check should be distributed and if attachments need to be mailed with the check. (Please note: If attachments need to be mailed, please submit a copy of the attachments.)

Enter the payee's full name on the line. Please do not use nicknames.

Enter the payee's mailing address if the payment is being mailed off campus. Do not place a campus address in this section.

Enter the total amount of payment.

Purpose of the Check:

Select the type of payment: Reimbursement, Student Award, Invoice, Honoraria, or Other.

Attach the required documentation listed under the selected category. Invoices, registration forms, and order forms with amounts are used for supporting documentation. Statements are not acceptable.

Account Information:

Enter the expense account number. (See following pages for expense account numbers). This describes what type of expense was incurred (meeting expense, travel, etc)

Enter the fund or Foundation account number. (This is your unique fund identifier number within the Foundation. Each individual account has a different fund number, most start with R### or S###)

Enter the amount. If you are paying more than one type of expense, please divide the expense between the different accounts. The amount should be prudent.

College of Charleston Business Purpose:

Include a brief description of the expense and an explanation for the use of funds. The description should support and align with the College's mission. Include the description necessary for adequate justification for the disbursement as described in the Foundation's Expense Policy

Manual. Explain how the disbursement applies to the fund being used and its benefit to the College of Charleston. The purpose should also align with the donor intent of that fund.

Include the invoice number if available, date of the invoice, and attach receipts or invoices being paid.

Requester:

Please print the requester's name. This is the individual completing the check request form.

Enter the requester's phone number or campus extension.

Enter the requester's department.

Please date the form.

Authorized Signer Approval:

Please legibly print the Authorized Signer's name and title.

Sign the request if approved. The Authorized Signature to approve the request must be different from the payee (You cannot approve your own expenses).

Please date the approval.

By signing a Foundation check request, the Authorized Signer is indicating that the Foundation Check Request meets the requirements of Donor Intent for that specific fund, supports the mission of the College, is allowable within the Foundation Expense Policy, adequate funding is available to make the payment, and the Authorized Signer believes the expense is reasonable and prudent.

For additional information about donor intent of specific funds, please ask FoundationFinance@cofc.edu.

Required Other Forms or Support Documents for Specific Payment Types

To request a **Reimbursement**, you will need to submit:

- A properly completed and signed Foundation Check Request
- Itemized Receipts

To request a **Student Award** payment, you will need to submit:

- A properly completed and signed Foundation Check Request
- Award Acceptance form
- Award Recipient Profile Form
- Please note that you **cannot** name an award unless you have prior approval from Leah Barron.

To request a payment for **Vendor Invoices or Vendor Services**, you will need to submit:

- A properly completed and signed Foundation Check Request
- IRS Form W-9 with vendor tax information <https://www.irs.gov/forms-pubs/about-form-w-9>
- Non -State Pay form – SC resident
- Invoice from Vendor

To request a payment for **an Honoraria**, you will need to submit:

- A properly completed and signed Foundation Check Request
- Honoraria Form
- IRS Form W-9
- Non-State Pay Form if SC Resident
- Invoice and/or Contract detailing the scope of work, payment terms, dates of services, and amount due if available
- Event Flyer or announcement if applicable

Forms are located here: <https://foundation.charleston.edu/foundation-home/resources/forms/>

Electronic Submission for Payment

All Foundation check requests and supporting documentation should be submitted to FoundationFinance@cofc.edu for processing. Please contact Tie Smith at smithtd1@cofc.edu or 843-953-5780 if you need additional information. *****A completed Foundation Check Request Form and all supporting documentation should be combined into one PDF file and emailed in a single email to FoundationFinance@CofC.edu for processing.***** Confidential documents can be submitted using Secure Share at <https://secureshare.cofc.edu/> . Hard copy submissions are no longer accepted. Please retain your Foundation Check Request submissions for your own records.