Foundation Finance Staff Contact Information

J. R. Barnhart (BarnhartJR@cofc.edu , 843-953-7458)

Ask me about: General questions, Audit, IRS 990, Institutional Advancement internal budgets, Foundation Board questions, or not sure who to ask

Leah Barron (BarronLC@cofc.edu ,843-607-5970)

Ask me about: Scholarships, Endowments and balances, Annual Scholarship Budgets, setting up new foundation accounts, gift agreements, and funding scenarios (including gift fees)

Jeff Irwin (IrwinJJ@cofc.edu , 843-953-1836)

Ask me about: Property/Real Estate/ Fixed Assets

Crystal Mead (MeadC@cofc.edu , 843-953-0970)

Ask me about: Revenue, Incoming gifts, stock gifts, wire instructions, Accounts Payable

Kari Davids (davidsk1@cofc.edu , 843-953-5769)

Ask me about: Signing TAs / IDTs/EAs, eProcure, fund transfers and corrections, fund balances, Foundation funded Payroll transactions, Monthly Activity reports, Audit

Tie Smith (smithtd1@cofc.edu , 843-953-5780)

Ask me about: Accounts Payable questions, Expense policy questions
Please send Foundation Check Requests to FoundationFinance@cofc.edu for processing

The Foundation Finance team is located at 18 Bull Street ("Blacklock House") on the 3rd floor. Please call or email in advance of arrival, as the building is locked during the day for security purposes.

Financial forms and Training material are located at https://foundation.cofc.edu/foundation-home/resources/forms/

Check deposit is available by appointment from 9AM-3PM at **Sottile House**. Please confirm availability with Julia Hammer, hammerjk@cofc.edu, 843-953-5113, prior to visiting.

Accounts Payable checks are delivered via campus mail, postal mail, or direct deposit. Check pickup is available at Blacklock House for urgent checks by appointment on Tuesdays, Thursdays, and Fridays from 10:00 a.m. to 12:00 p.m. Please confirm availability with FoundationFinance@cofc.edu prior to visiting.

Foundation Expense Policy is located here: https://foundation.charleston.edu/foundation-home/resources/policies-and-procedures/