

Question	Answer
What account number do I use?	Every Foundation account has both a fund number and a fund/cost center number associated with it. Use the fund number to identify the type of Foundation account. Use the fund/cost center number when making expenditure.
How do I find out the purpose of the foundation account?	Each account was established with a specific purpose that defines the intended use of the funds. To view the account purpose in SAP use transaction code, FM5S and enter the fund number, or use FMSC with the fund center number to view the account purpose. The purpose is detailed under the Long Text tab.
Can I transfer budget dollars using a Foundation account?	Transfers of cash or budget are NOT permissible between the University and the Foundation. A recode of revenue or expenditures must be requested by emailing Foundation accounting with details.
How do I check the available balance of my Foundation account?	Use transaction code, ZFTB in SAP GUI to find the available balance for non-budgeted accounts. Use a budget report, such as ZFBC or ZFD1 in SAP GUI to find the available balance for a budgeted account. Currently, there are no business warehouse (BW) reports for non-budgeted accounts, but the Budget Management report in BW can be used for any budgeted Foundation accounts.
When can I see donor scholarship and awards?	Scholarship related accounts are budgeted accounts. Upcoming fiscal year budget are available in the spring before the new year begins (i.e. the letter you receive from the Office of Financial Assistance in April 2010 details your FY 11 budget).
How are endowment accounts handled?	Endowment spending rates are evaluated and approved by the Foundation Board of Directors annually in November. The spending rates are applied to endowment earnings to establish approved spending for the upcoming fiscal year. The approved spending amounts are distributed to the campus via the Office of Student Financial Assistance (scholarships and awards) and the Provost's Office (faculty lines and

	<p>program support accounts). For further information on endowments and the Foundation's Investment process, please contact the Foundation directly. Each endowment has three accounts associated with it:</p> <ul style="list-style-type: none"> <li>• Endowment Principal Account</li> <li>• Endowment Investment Account</li> <li>• Endowment Spending Account (this account must be budgeted)</li> </ul>
<p>How are annual donor scholarships handled?</p>	<p>Annual Donor Scholarship accounts (fund numbers beginning in 07330____) must have an approved budget by Foundation Management for spending to occur (even if there is sufficient cash in the account).</p>
<p>Can I use the NKU procurement card for Foundation accounts?</p>	<p>NKU procurement cards can be used for purchases that will be funded from a Foundation account. When the charges are reconciled on the 5/3rd SDOL website they can be coded to the Foundation account. Contact Procurement Services to have an account added to the account options if needed. Copies of receipts and all other supporting documents should be kept in the department's files.</p>
<p>Do I need a signature on a paper form?</p>	<p>Forms that require a signature need to be an original signature (not stamped or typewritten). The form can be scanned and attached electronically to a transaction.</p>
<p>Do reimbursements need to be authorized?</p>	<p>All reimbursements must be authorized. If the account holder is being reimbursed their supervisor must sign approving the expenditure.</p>
<p>How are deposits handled for Foundation accounts?</p>	<p>Deposits must include a description of the deposit that is detailed enough for determining what the deposit is in regards to so it can be properly recorded. Non-gift and gift deposits should be in separate deposit bags and documented on separate cash transmittals. Please use a Foundation cash transmittal form for Foundation deposits rather than a University cash transmittal form so that the money is deposited into the correct bank account. The form says Foundation at the top. These</p>

Who do I contact for questions?

forms are available on the Foundation's Website. The preparer of the form should be directly associated with the unit receiving the deposit.

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