



To request a check, you must submit to the Foundation, at the Erickson Alumni Center:

- ✓ Request for Payment Form
- ✓ All related invoices and receipts

When applicable, also include:

- ✓ Copy of invoice or other backup to send with check
- ✓ Request for Taxpayer Identification Number form (W-9); if for awards, moving expenses, rent or professional services and not previously provided

Contacts:

Jesse Isner, 304-534-8786, jesse@fsufoundation.org

Schedule:

Check disbursement requests will be processed weekly on Thursdays. All requests are due to the Foundation office by noon on Thursday in order to be processed the same week.

Please note that this schedule may be changed due to holidays, staff vacations, or circumstances beyond our control.

Forms:

Request for Payment Form

Use for payments directly to an individual or a vendor. Vendor invoices should NOT be sent directly to the Foundation.

Signatures: The request must be approved by the Dean of the college or school for the program account(s) listed. When paying a reimbursement to an individual, the person being reimbursed **may not be** the only signer on the request. All requests over \$5,000 must have provost and president signatures.

Reimbursements for Out-Of-Pocket Expenses: You may request payment to an individual for reimbursement of their out-of-pocket business expenses. To your completed RFP Form, attach the original itemized receipts. Receipts must be turned in within six months of the receipt date.

Computer Related Items: Purchase of computer equipment, software or peripherals requires prior purchase authorization through FSU IT.