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**FUND MANAGEMENT**

**Fund Accountability and Signature Authorization**

Last Updated 12/01/2010 02:20 PM

**Philosophy:**

The USF Foundation establishes funds to accept, invest and disburse gifts that support the mission of the University of South Florida (USF) and the USF Foundation. In order to establish accountability to conduct transactions within a fund, the USF Foundation maintains a list of accountable individuals and a signature file with all authorizing signatures for all funds. Signature authorization will be administered in accordance with donor restrictions on the specific fund, and USF policy as it relates to Direct Support Organizations.

**Policy:**

For all USF Foundation funds, there are specific accountable officers for fund expenditures and transfers. Fund accountable officers include Authorized Signers, Fund Administrator and Development Officer. All accountable officers must be USF System employees.

Authorized Signer Responsibilities and Authority

All authorized signers, on an annual basis, must sign a Foundation Code of Ethics for Financial Officers to retain signature authority for approval of expenditure transactions. Responsibilities of a Foundation Fund Authorized Signer include the following:

* Ensure the expenditure supports the mission of the University and the expense is an approved activity of the academic unit or university department.
* Ensure the expenditure has an appropriate business purpose which is properly documented.
* Ensure the expenditure meets the donor-imposed restrictions on the Foundation Fund.
* Ensure the expense is within assigned signature authority.

Levels of Signature Authority

Level 1 (L1) signature authorization allows for the approval of expenditure transaction at any dollar amount and must approve any transaction above $5,000. Eligible positions for L1 authority include USF System Vice Presidents, Provost, Regional Chancellors or an equivalent level position. L1 authority may be designated by a Vice President to an appropriate level designee. Each fund may have up to 3 signers at the L1 authority.

Level 2 (L2) signature authorization allows for the approval of expenditure transactions of $5,000 and less. Eligible positions for L2 authority include Dean, Associate Dean, Associate Vice President, Assistant Vice President or an equivalent level position. L2 authority may be designated by a Dean or other equivalent position to an appropriate level designee. New L2 signers must be approved by an individual with L1 authority. Each fund may have up to 3 signers at the L2/L3 authority.

Level 3 (L3) Signature authorization allows for the approval of expenditure transactions of $1,000 and less. Eligible positions for L3 authority include Department Head or Chair, Director, Business Manager or an equivalent level position. L3 authority may be designated by a Department Head or other equivalent position to an appropriate level designee. New L3 signers must be approved by an individual with L1/L2 authority. Each fund may have up to 3 signers at the L2/L3 authority.

|  |  |
| --- | --- |
| **Signature Authorization Level** | **Dollar Amount Authority** |
| Level 1 (L1) | Any $ Amount and all amounts >$5,000 |
| Level 2 (L2) | <= $5,000 |
| Level 3 (L3) | <= $1,000 |

While an individual unit/department may choose to have the direct supervisor approve any expense related to an employee's activities, this is an optional step that is not required by the Foundation. Given that the various levels for signature authority involve Vice Presidents, Dean, Associate Deans, Department Heads and other higher level authorities in the supervisory structure at the University, the approval of any expenditure by such an authorized signer is considered adequate supervisor approval for purposes of the Foundation's policies. Delegation of signature authority at any of the levels should consider the adequacy of supervisor approval, and delegation should not be made in instances where the delegate is not capable of ensuring appropriate approvals.

Identification of an individual as having an equivalent level of authority for delegation purposes and new signature authorization requests must be approved in writing by the Vice President or Dean depending on the signature level being authorized. Please utilize the Authorization of New Signature Authority Form for these requests. [Foundation (USF) Fund Forms](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=823&p_created=1027101369&p_sid=b5oyOqgk&p_accessibility=0&p_redirect=&p_lva=823&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9MSwxJnBfcHJvZHM9JnBfY2F0cz0xMCZwX3B2PSZwX2N2PTEuMTAmcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9MSZwX3NlYXJjaF90ZXh0PWV0aGljcw**&p_li=&p_topview=1)

Fund Administrator Responsibilities

The Fund Administrator is the Foundation's primary contact regarding all financial matters associated with the fund. This position is the liaison between the Foundation Office of Business & Financial Services and the University department or unit. Responsibilities of the Fund Administrator include the following:

* Fund Administrators generally should not be Fund Authorized Signers. Situations may arise when the resources of the department do not allow for separation of these responsibilities. In these cases, the department must ensure appropriate segregation of duties and internal controls are in place. The Foundation offers guidance on internal controls through its regular training sessions.
* The Foundation fund is reconciled on a monthly basis. This responsibility may be performed by the Fund Administrator or may be designated to an individual within the department. The Foundation conducts regular training sessions specifically for Fund Administrators related to this responsibility.
* Fund Administrators should be knowledgeable of all check request initiators within the department or unit that process transactions against the fund. Fund Administrators should ensure all initiators receive the appropriate training offered by the Foundation related to these responsibilities.
* Fund Administrators and check request initiators within the department or unit are responsible for the review of expenditure reimbursement requests and must ensure the following:
	+ The expense supports the mission of USF,
	+ The expense is allowable in accordance with IRS, USF and USF Foundation policies
	+ The expense is properly supported with original receipts and proper documentation
	+ The appropriate authorized signer has approved the expense.

Development Officer

The Development Officer is the liaison between the USF department or unit and its donors. The Development Officer is responsible for building and fostering the relationships with friends and alumni for the various colleges, schools and units. The Development officer is charged with raising major gifts for their respective college/school or unit.

Association of Accountable Officers to a Foundation Fund

When a fund is established or when signature authority is changed, the USF Foundation will update the fund data file permanent record. If applicable, a signed Code of Ethics will be obtained which is kept on file in the USF Foundation Office of Business & Financial Services for signature verification. Please see [Establishing A New Fund](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=702&p_created=1016115623&p_sid=KYmp_v_i&p_accessibility=0&p_redirect=&p_lva=607&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9MTI4JnBfcHJvZHM9JnBfY2F0cz0xMCZwX3B2PSZwX2N2PTEuMTAmcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9NA**&p_li=&p_topview=1), [Changes to a Fund](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=804&p_created=1019576150&p_sid=KYmp_v_i&p_accessibility=0&p_redirect=&p_lva=607&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9MTI4JnBfcHJvZHM9JnBfY2F0cz0xMCZwX3B2PSZwX2N2PTEuMTAmcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9Mg**&p_li=&p_topview=1) and [The Code of Ethics](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=823&p_created=1027101369&p_sid=IuEO_qgk&p_accessibility=0&p_redirect=&p_lva=823&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9NSw1JnBfcHJvZHM9JnBfY2F0cz0xMCwxMjMmcF9wdj0mcF9jdj0yLjEyMyZwX3NlYXJjaF90eXBlPWFuc3dlcnMuc2VhcmNoX25sJnBfcGFnZT0x&p_li=&p_topview=1) policies.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Send USF Foundation Fund Data Form or USF Foundation Fund Data Change Form to USF Foundation Business Office at ALC 000 with names of signers and accountable individuals. |
|  | X | Verify that all signers are at appropriate level of authority, and update permanent records (see [Changes to a Fund](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=804&p_created=1019576150&p_sid=KYmp_v_i&p_accessibility=0&p_redirect=&p_lva=607&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9MTI4JnBfcHJvZHM9JnBfY2F0cz0xMCZwX3B2PSZwX2N2PTEuMTAmcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9Mg**&p_li=&p_topview=1)). |
|  | X | For new signers, initiate signature card and forward to individual to complete. |
| X |  | Individual completes signature card and returns to USF Foundation Business Office. |
|  | X | USF Foundation Business Office updates signature card file. |

**Procedures to Change a Fund Purpose**

Last Updated 05/06/2010 12:06 PM

**Philosophy:**

The USF Foundation establishes funds to accept, invest and disburse gifts that support the mission of USF and the USF Foundation. New funds will be established and administered in accordance with donor restrictions, USF policy and Financial Accounting Standards requirements. After a fund has been established, there may be changes to the purpose with proper authorization, in accordance with donor restrictions on the specific fund, and with University of South Florida (USF) policy as it relates to Direct Support Organizations.

**Policy:**

After a USF Foundation fund has been established and it is determined that the fund cannot be spent effectively or awarded it is possible that the fund purpose may be changed to better meet the university's goals and objectives.

* Donor restricted funds may only be changed with authorization obtained in the manner described below:
* The purpose of a Foundation donor- restricted fund may be changed with written consent of the donor(s). All donors to a fund must consent to have the purpose of their gift changed.
* If donor(s) contact is not possible after reasonable, diligent effort to obtain contact information, the Foundation Board may authorize a change or a release of restrictions on an endowment fund if the gift agreement or estate documents that established the fund contain an explicit statement or clause stating that release or change in restrictions is permitted with Foundation Board approval.
* The Foundation Board is also permitted to release or change restrictions under the Florida Uniform Management of Institutional Funds Act (FUMIFA) if written consent of the donor cannot be obtained by reason of the donor's death, disability, unavailability, or impossibility of identification, where an institutional fund has a total value of less than $100,000 and if the governing board, in its fiduciary judgment, concludes that the value of the fund is insufficient to justify the cost of administration as a separate institutional fund. In addition, the Board would be engaged when the fund cannot be spent effectively or awarded and change would better meet the university's goals and objectives.

For funds with a total value over $100,000, FUMIFA requires application to a local Circuit Court, with notice to the Attorney General, for permission to change or release restrictions on a fund. The court will only consider release of a restriction on the basis that the restriction is unlawful, impracticable, impossible to achieve, or wasteful. A release under this subsection may not change an endowment fund to a fund that is not an endowment fund.

The following information should be included with the Fund Data Change Form to the Foundation Office of Business and Financial Services for initial review:

1. Fund Name

2. Fund Number

3. Fund Purpose

4. Current Cash Balance and previous cash balance of the past 3 fiscal years

5. Please indicate if the fund has received State Match funds.

6. Brief description of issue that prevents spending or ineffective use of fund (i.e. field of study no longer offered at USF, demographic criteria limits applicant pool, balance is too small to make meaningful award, etc.)

7. Describe the change requested (i.e. contact donor to change from Catholic Studies to Religious Studies, remove criteria for student to have graduated from XYZ High School, transfer remaining balance of <$500 to the school's general scholarship fund, etc.)

If the fund is a scholarship fund, upon receipt of this information the Scholarship Administrator will review the request. Once the Scholarship Administrator works with the unit on the request and it is determined appropriate to move forward, the Foundation Office of Business and Financial Services will work with the appropriate parties - Development Officer and General Counsel if applicable.

If the fund is an operating fund the process is generally the same as described above. The same information requested in items 1 through 7 above should be submitted on a Fund Data Change Form to Fund Management for review.



**Process:**

| Responsible Office |  |
| --- | --- |
| DEPT orDO | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Send USF Foundation Fund Data Change Form, which includes the 7 items listed above, to USF Foundation Office of Business and Financial Services, indicating all requested changes and identifying authoritative support for making those changes. Either the Development Officer or Business Manager responsible for the fund must initiate the request. |
| X |  | If donor(s) cannot be contacted send USF Foundation Business Office the steps taken to notify donor(s). |
|  | X | Make final determination of appropriateness of change(s). If donors(s) are not available, forward to legal counsel for approval. If total value of the fund is less than $100,000 will be presented to the Foundation Board for approval. |
|  | X | If the value of the fund is greater than $100,000 legal counsel will make application to the Circuit Court. |

**Form:**

[Fund Data Change Form](http://usfweb2.usf.edu/proced/Foundation/Fund%20Data%20Change%20Form.xls)

**Foundation (USF) Fund Forms**

Last Updated 03/03/2010 09:56 AM

This is a list of the forms related to fund administration, including establishing funds, making changes and related activity. To access a form, please click on the link below.

**Process**

[Fund Data Form](http://usfweb2.usf.edu/proced/Foundation/Fund%20Data%20Form.xls)

[Fund Data Change Form](http://usfweb2.usf.edu/proced/Foundation/Fund%20Data%20Change%20Form.xls)

[Fund Data Close Form](http://usfweb2.usf.edu/proced/Foundation/Fund%20Data%20Close%20Form.xls)

[Code of Ethics for Financial Officers.doc (doc format)](http://usfweb2.usf.edu/proced/Foundation/Code%20of%20Ethics%20for%20Financial%20Officers.doc)

[Fund Template Plan](file://///isis/wwwroot/proced/Foundation/Fund%20Template%20Plan%20030110.xls)

[Authorization for New Signature Authority Form](file://///isis/wwwroot/proced/Foundation/Fund%20Signer.xls)

**Types of Funds**

Last Updated 06/27/2008 09:00 AM

**Philosophy**

The USF Foundation is the legal conduit for the acceptance, investment and distribution of all private gifts made to the University of South Florida (USF). There are different types of funds available to meet the needs of USF and its donors. Funds are established by completing a Fund Data Form. However, if a gift agreement is utilized for the initial deposit the gift agreement can be used in lieu of the Fund Data Form. Depending on the type of fund, the funds are invested in either the operating or endowment investment pool.

**Policy**

Operating

Operating funds are established to support a department so it can conduct its normal daily operations or to fulfill a purpose stated by the donor. The funds are designated as either unrestricted or restricted. An operating fund may be established with a minimum deposit of $1,000 for a fund with a departmental name or $5,000 for a named fund. If the minimum amount is not received at the time of the establishment of the fund a written plan must be provided stating how the minimum amount will be raised within one year. If it is not raised the balance will be moved to a fund with a similar purpose and the fund will be closed. All funds in the operating fund are available for use.

Operating funds are invested in the operating investment pool. Any earnings on the operating investment pool are maintained by the Foundation as the administrative fee. No separate overhead fee is charged. Therefore, if $1 is deposited in an operating fund $1 is available for spending.

Endowment

Endowment funds are established to serve a purpose specified by the donor. An endowment fund has a principal fund and an earnings fund. An endowment fund may be established with a minimum gift of $25,000. The initial and all subsequent gifts will be housed in the principal fund and will be invested in the endowment investment pool.

Distributions are posted quarterly in January, April, July and October for the calendar quarters directly proceeding those months. The dividend and the administrative fee is calculated based on the five-year average market value of the endowment investment pool as of December 31 and are the percentages outlined in the [USF Foundation SpendingPolicy](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=694&p_created=1016029567&p_sid=Yo6BQC-i&p_accessibility=0&p_redirect=&p_lva=215&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9MTImcF9wcm9kcz0mcF9jYXRzPTEwLDU5JnBfcHY9JnBfY3Y9Mi41OSZwX3NlYXJjaF90eXBlPWFuc3dlcnMuc2VhcmNoX25sJnBfcGFnZT0x&p_li=&p_topview=1).

Quasi

Quasi funds are established to hold large sums of money until it is determined if an endowment is to be established or if the funds will be used for future spending. The principal and earnings on a quasi fund are considered unrestricted to the department or area benefiting from the gift, unless a specific restriction is placed on them by donor(s). A quasi fund may be established with a minimum gift of $25,000 if it is determined that there will be no need to spend the money for at least a full year. After the initial deposit, transfers can be made to the fund in minimum amounts of $5,000. The gift will be invested in the operating investment pool, unless the Dean or Director of the department specifically requests in writing via the Risk Disclosure Letter that the money be invested in the endowment investment pool. It is recommended that the money only be invested in the endowment pool if there will be no need for the money for at least three to five years and the Dean or Director is willing to assume the risk associated with the endowment investment pool strategy.

Upon the establishment of a quasi fund the Dean or Director will have one year to decide if the fund should be an operating fund or an endowment fund. Each year on December 31st the Office of Business & Financial Services will contact each Dean or Director who will decide if the funds will be moved to an operating fund or an endowment. If the balance is below the specified minimum or if no decision has been made as to whether the fund will be an operating fund or an endowment, the Foundation will send notification to the Dean and/or Director with a Fund Data Change form to be completed to transfer monies to an operating fund and close the quasi fund.

Dividends for quasi funds are distributed in the same manner as the endowment funds.  See the Endowment section for details.

**Process**

Please see [Establishing A New Fund](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=702&p_created=1016115623&p_sid=Yo6BQC-i&p_accessibility=0&p_redirect=&p_lva=215&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9MTImcF9wcm9kcz0mcF9jYXRzPTEwLDU5JnBfcHY9JnBfY3Y9Mi41OSZwX3NlYXJjaF90eXBlPWFuc3dlcnMuc2VhcmNoX25sJnBfcGFnZT0x&p_li=&p_topview=1), [Changes to a Fund](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=804&p_created=1019576150&p_sid=Yo6BQC-i&p_accessibility=0&p_redirect=&p_lva=215&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9MTImcF9wcm9kcz0mcF9jYXRzPTEwLDU5JnBfcHY9JnBfY3Y9Mi41OSZwX3NlYXJjaF90eXBlPWFuc3dlcnMuc2VhcmNoX25sJnBfcGFnZT0x&p_li=&p_topview=1), [Closing a Fund](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=632&p_created=1009565582&p_sid=Yo6BQC-i&p_accessibility=0&p_redirect=&p_lva=215&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9MTImcF9wcm9kcz0mcF9jYXRzPTEwLDU5JnBfcHY9JnBfY3Y9Mi41OSZwX3NlYXJjaF90eXBlPWFuc3dlcnMuc2VhcmNoX25sJnBfcGFnZT0x&p_li=&p_topview=1), and [USF Foundation SpendingPolicy](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=694&p_created=1016029567&p_sid=Yo6BQC-i&p_accessibility=0&p_redirect=&p_lva=215&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9MTImcF9wcm9kcz0mcF9jYXRzPTEwLDU5JnBfcHY9JnBfY3Y9Mi41OSZwX3NlYXJjaF90eXBlPWFuc3dlcnMuc2VhcmNoX25sJnBfcGFnZT0x&p_li=&p_topview=1).

**Form**

[USF Foundation Fund Data Form](http://usfweb.usf.edu/proced/Foundation/Fund%20Data%20Form.xls)

**Establishing a Fund**

Last Updated 03/24/2008 02:26 PM

**Philosophy**

The USF Foundation establishes funds to accept, invest and disburse gifts that support the mission of USF and the USF Foundation. New funds will be established and administered in accordance with donor restrictions, USF policy and FAS requirements.

**Policy:**

A new fund will be established when there is a need to differentiate the administration, investment or disbursements of the gift(s) from gifts in other existing funds. A need for a new fund is established primarily through restrictions as defined by the donor(s), and by approval and support of the Development Officer, Dean and Vice President for the college or department. Funds are classified as operating, endowment or quasi-endowment, and are invested in accordance with USF Foundation policies. Earnings on all funds become available for spending in accordance with the USF Foundation spending policy. An operating fund must receive a minimum opening gift of $1,000. A named operating fund requires a minimum opening gift of $5,000. A quasi fund must be established with a minimum of $25,000 and an endowment fund must receive a minimum gift or pledge of $25,000. Higher minimum gift levels apply to specific types of endowments.

For more information on types of funds and investment policies, see related policies under the subcategories of "Funds" and "Investments".

**Process**

| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| --- | --- | --- |
| X |  | Determine need for new fund and obtain approval of Development Officer, Dean and Vice President. Such approval may be verbal; notification (see below) will affirm approval of all responsible personnel. |
| X |  | Prepare Fund Data Form and submit form to USF Foundation Business Office with accompanying support for new fund establishment. |
|  | X | Review purpose and source of funds and determine if USF Foundation is appropriate entity in which to house the money to be received. If not, return to initiator. |
|  | X | Verify that fund differs from existing funds and request additional information as needed to complete file on restrictions and use of fund. Once approved, assign new fund number and necessary accounting classifications. |

**Forms**

[USF Foundation Fund Data Form](http://usfweb2.usf.edu/proced/Foundation/Fund%20Data%20Form.xls)

**Changes to a Fund**

Last Updated 03/24/2008 01:49 PM

**Philosophy**

After a USF Foundation fund has been established, there may be changes to the name, purpose, signature authority, contacts or other information related to that fund. In such cases, the USF Foundation will make the appropriate changes with proper authorization, in accordance with donor restrictions on the specific fund, and with University of South Florida (USF) policy as it relates to Direct Support Organizations.

**Policy**

Information related to a USF Foundation fund may be changed when the donor(s) have indicated a wish to make such changes, or have agreed with a request to do so. Information may also be changed when the internal USF signature authority has changed, or university actions require a change in department or other such attributes. In some cases, it may be necessary to consult with legal counsel to confirm the appropriate action(s). All such changes must be initiated, properly completed and signed by an individual with an appropriate level of authority over the fund that is being closed. See also [Closing a Fund](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=215&p_created=1019853439&p_sid=EJk8Fw_i&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9MTAmcF9wcm9kcz0mcF9jYXRzPTEwLDU5JnBfcHY9JnBfY3Y9Mi41OSZwX3NlYXJjaF90eXBlPWFuc3dlcnMuc2VhcmNoX25sJnBfcGFnZT0x&p_li=&p_topview=1). 

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Send USF Foundation Fund Change Form to USF Foundation Business Office, indicating all requested changes and identifying authoritative support for making those changes. Either the Development Officer or Business Manager responsible for the fund must initiate the request. |
|  | X | USF Foundation Business Office forwards request to appropriate USF Foundation department, who researches fund history and determines if change is appropriate. |
| X |  | Obtain any needed approvals from donor, if not already obtained. |
|  | X | Make final determination of appropriateness of change(s). If donors(s) are not available, forward to legal counsel for approval. |
|  | X | Complete changes. |
|  | X | USF Foundation Business Office notifies by email appropriate USF Foundation personnel in Advancement Services and Stewardship, and in USF college or department. |

**Forms**

[USF Foundation Fund Data Change Form](http://usfweb.usf.edu/proced/Foundation/Fund%20Data%20Change%20Form.xls)

**Reinvestments of Earnings**

Last Updated 03/24/2008 12:17 PM

**Philosophy**

The USF Foundation is the legal conduit for the acceptance, investment and distribution of all private gifts made to the University of South Florida (USF). The USF Foundation Board of Trustees and the USF Foundation Board of Trustees Finance Committee have a fiduciary responsibility for establishing and reviewing the USF Foundation philosophy of asset management and investment objectives. Under their direction, investment management policies are established and reviewed on an ongoing basis. All such policies are designed to administer gifts in accordance with donor restrictions, and to meet other governance requirements.

**Policy**

When an endowment is established and there is a need to build the principal base to generate future earnings, the donor or the department may request that a portion of the spending policy earnings be reinvested in the same manner as the endowment principal.

All requests to reinvest earnings into the principal fund must be documented in writing from the donor and/or the department. The management reasons for reinvestment of earnings must be approved by the Dean or Director and, if over $10,000, must also have the approval of the Provost or appropriate Vice President. If there is a plan to reinvest earnings for more than a year, the request is submitted to the Dean or Director for recommendation to the Provost or appropriate Vice President and the President of the USF Foundation. This request should be submitted in writing by July 1 of each new fiscal year for which the reinvestment is requested.

Such reinvestments are considered a permanent investment in the endowment pool. Any reversal of reinvested earnings must be approved in advance by the USF Foundation Board of Trustees at their regular meeting.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the Vice President approval memo for any reinvested amount level, addressed to USF Foundation CFO, including supporting documentation for the purpose of the reinvestment. For reinvestments less than $10,000 level the Dean or Director explanation and approval in writing is also acceptable. If reinvestments are to be made for an endowed chair, the signed annual budget may be used as support for reinvestments. |
| X |  | Submit Provost/Vice President approval memo for any amount level more than $10,000 level along with documentation to the USF Foundation Office of Business & Financial Services (ALC 100). |
| X |  | If the reinvestment plan extends beyond one year, send a copy of the original memo with written recommendation by Dean/Director for approval by Provost/appropriate Vice President and President of the USF Foundation to the USF Foundation Office of Business & Financial Services.(ALC 100) |
|  | X | USF Foundation Office of Business & Financial Services will prepare transfer of reinvested earnings to principal and purchase endowed shares. |

**Conflicts of Interest in Authorizing Expenditures**

Last Updated 03/24/2008 11:15 AM

**Philosophy**

The USF Foundation establishes and maintains funds to accept, invest and disburse gifts that are received for the benefit for the University of South Florida (USF). The disbursement of gifts is authorized at an appropriate level in accordance with donor restrictions, IRS requirements, and USF policy as it relates to Direct Support Organizations. Special signature arrangements may be required for authorization of a disbursement when there is a potential or perceived conflict of interest.

**Policy**

In situations where there is an ongoing potential or perceived conflict of interest in authorizing expenditures, the individual with the potential conflict may not authorize any disbursement. This would occur in the following situations: when an individual is directly involved with raising the money for a specific fund; when an individual reports to the individual responsible for raising the money for a specific fund; when the signer has donated to a fund and is also actively involved in determining expenses to be paid from a fund; when an individual has donated to a fund which directly supports that individual's work or research. If the fund is specifically identified as a scholarship fund which receives a wide variety of donations, the Dean or Vice President may sign check requests even when they have also donated to the fund.

In situations where there is an occasional potential conflict of interest in authorizing an expenditure, an individual who is authorized to sign on the fund may not authorize the specific expenditure in question. A special signature arrangement will be required, where the expenditure must be authorized by the next higher level of signatory, under the following circumstances: when the signer, any of his or her family, or any business affiliate of the signer are being reimbursed directly for any expense incurred by them; and when the signer or any of his or her family is receiving a scholarship from the fund.

There may be other situations in which a potential conflict of interest may arise. The USF Foundation will identify such situations as they occur. In such a circumstance, in order for that individual to sign a check request, pre-approval in writing from the department vice president will be required.

**Closing a Fund** 

Last Updated 03/20/2008 02:41 PM

**Philosophy**

Under certain circumstances, a USF Foundation fund may have fulfilled its purpose, or a donor’s wishes concerning a gift may have changed. In such cases, the USF Foundation will close the fund and transfer any remaining balance as deemed appropriate, in accordance with donor restrictions on the specific fund that is to be closed, and with University of South Florida (USF) policy as it relates to Direct Support Organizations.

**Policy**

USF Foundation funds may be closed when the donor(s) have indicated a wish to direct the use of the funds for other purposes supporting the mission of USF, or have agreed with a request to do so. Funds may also be closed when the use and benefit for USF have been fulfilled, or when the account purpose can no longer be met or continued and another use of the assets is considered appropriate. Any remaining money will be transferred to another fund in compliance with donor intent or alternative use agreements. In some cases, it may be necessary to consult with legal counsel to confirm the appropriate action(s). All such transactions must be initiated, properly completed and signed by an individual with an appropriate level of authority over the fund that is being closed. See also [Changes to a Fund](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=804&p_created=1019576150&p_sid=UD6CXC-i&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PWRmbHQmcF9ncmlkc29ydD0mcF9yb3dfY250PTEyOCZwX3Byb2RzPSZwX2NhdHM9MTAmcF9wdj0mcF9jdj0xLjEwJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTE*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
|  |  | Send USF Foundation Data Close Form to USF Foundation Business Office, requesting closing of the fund and describing the intended use of any remaining funds. Either the Development Officer or Business Manager responsible for the fund must initiate the request. As long as the appropriate level signature for the fund balance is obtained, a check request/transfer document does not need to be completed. |
|  |  | Research fund history and determine if closing is appropriate. If appropriate and fund has zero balance, close immediately. If fund has remaining balance, identify donors that may need to be contacted. |
|  |  | Obtain any needed approvals from donor. |
|  |  | Make final determination of appropriateness of closing. If donors(s) are not available, forward to legal counsel for approval. |
|  |  | Complete transfer and close fund. |
|  |  | USF Foundation Business Office notifies by email appropriate USF Foundation personnel in Advancement Services and Stewardship, and in USF college or department. |

**Forms:**

[USF Foundation Fund Data Close Form](http://usfweb.usf.edu/proced/Foundation/Fund%20Data%20Close%20Form.xls)

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Holding Fund**

Last Updated 06/23/2006 10:32 AM

**PHILOSOPHY**

The USF Foundation is the legal conduit for the acceptance of gifts that benefit the University of South Florida (USF). The USF Foundation may accept gifts and revenues that further the USF mission in accordance with donor restrictions, IRS regulations, and USF policy as it relates to Direct Support Organizations.

**POLICY**

The USF Foundation utilizes a Holding Fund when deposits are received where additional information must be obtained before the money is made available to the designated Foundation fund for spending. The following represents examples of deposits that require additional information to complete processing:

* Deposits will be recorded in the Holding Fund when there is insufficient documentation to support the amount of the deposit or classification of the money as a gift or revenue.
* Revenues generated at an event may require an Educational Business Activity (EBA) form to be completed and approved prior to the funds being deposited at the Foundation. If deposits are received prior to the completion or approval of an EBA the funds will be recorded in the Holding Fund.
* When an auction is conducted at an event the auction proceeds are recorded in the Holding Fund until the Foundation Office of Business & Financial Services receives a complete Auction Worksheet. For questions regarding auctions please contact the Senior Accountant – Reconciliations at extension 4-1847.
* When deposits are received for sponsorships documentation must be submitted indicating the benefits received by the sponsor and the fair market value of the benefits received.

When any of the above issues are noted during the review of the deposit the Cash Receipts Supervisor or Senior Accountant – Reconciliations will contact the initiator listed on the deposit transmittal form for the necessary additional information. If the necessary information cannot be obtained within 45 days of the date of the deposit a follow-up memo will be sent to the initiator and a fund accountable officer that receipt of this information must be received within 30 days. If the information is not received in this time period an administrative fee of 10% of the balance in the Holding Fund will be imposed on a monthly basis. If the necessary information is received timely the money will be transferred from the Holding Fund to the designated Foundation fund and will become available for spending.

For appropriate cash collections procedures and internal controls deposits should be submitted to the Foundation within 48 hours of receipt of the money within the department or unit. All funds should be maintained in a safe if the deposit cannot be submitted to the Foundation the same day.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPTor DO | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the Deposit Transmittal Form and attach all supporting documentation. |
|  | X | Reviews the deposit to ensure the Foundation is the appropriate entity to accept the funds. If additional information is needed contact initiator for additional information and complete a journal entry to record deposit into the Holding Fund. |
| X |  | Compile required additional information and submit to the Foundation Office of Business & Financial Services. |
|  | X | Review information submitted by the department to determine if sufficient to complete processing. If the information is sufficient complete a journal entry to transfer the funds from the Holding Fund to the designated Foundation fund. |
|  | X | If the necessary information cannot be obtained within 45 days of the date of the deposit send a follow-up notice to the initiator and a fund accountable officer. |
|  | X | If no response is received after 30 days of the date of the follow-up notice record a journal entry to assess a 10% administrative fee on the balance outstanding in the Holding Fund. |

**ACCOUNTS PAYABLE**

***General***

**USF Foundation Spending Policy**

Last Updated 08/27/2009 08:48 AM

**Philosophy**

The USF Foundation, Inc., governed by the USF Foundation Board of Trustees, has a significant responsibility to wisely use your investments and to manage funds in a manner that provides the greatest and safest return. The Foundation manages for the long-term to ensure that your original investment accomplishes the goals you envision five, ten, and even fifty years from now with a “buying power” equal to that of your original gift.

**Policy**

The spending policy has two components – the administrative fee and the dividend payout. Investment returns will be reviewed annually, and if the long-term returns exceed expectations the dividend distribution could, upon vote of the Foundation Trustees, be increased to a “Desired Amount” of 4.5% of the 5-year market value. Further, if the long-term returns greatly exceed expectations, the dividend distribution could be increased to a “Ceiling Amount” of 5.5% of our 5-year average market value. Any excess revenue above the payout will be reinvested into the principal to grow the value of the endowed fund. It is the goal of the USF Foundation to maintain the original purchasing power of donor investments over the long term. The Foundation Board of Trustees will review the Spending Policy annually to assure that funds are managed in a prudent manner in accordance with our responsibilities as good stewards of the funds entrusted to our management.

The following shows the past and future distributions of the administrative fee and dividends:

**2007/2008 2008/09 2009/10**

**Dividends** 4.00% 4.60% 4.00%

**Administrative Fee** 2.00% 2.00% 2.00%

**Total** 6.00% 6.60% 6.00%

LONG-TERM GOAL:

The Foundation’s investment advisors recommended that in order to preserve the intergenerational equity of the endowment fund, the sustaining spending rate should not exceed 5% over the long-term. Based on the recommendations, the Foundation Board of Trustees has approved the goal of reaching a total spending percentage of 5% of the five-year average market value of the endowment investment pool. The total spending percentage of 5% would be split between dividends of 3.25% and administrative fee of 1.75%. Each annual review of the spending policy will consider this long-term goal.

No fee is charged directly to any individual endowment fund.

**Foundation (USF) Expenditure Forms**

Last Updated 12/01/2010 10:22 AM

This process lists Foundation (USF) Forms related to expenditures.

**Process**

[Foundation Check/Transfer Request(Word Doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[Independent Contractor Service Agreement(Word Doc format)](http://usfweb.usf.edu/proced/Foundation/Independent%20Contractor%20Service%20Agreement.doc)

[Travel Form (Excel xls format)](http://usfweb.usf.edu/proced/Foundation/Travel%20Form.xls)

[Travel Form (doc format)](http://usfweb.usf.edu/proced/Foundation/Proposed%20Travel%20Form.doc)

[USF Financial Aid Payment Request Form.xls](http://usfweb.usf.edu/proced/Foundation/USF%20Financial%20Aid%20Payment%20Request%20Form.xls)

[Valid Values For Report Codes(Word Doc format)](http://usfweb.usf.edu/proced/Foundation/Valid%20Values%20for%20Report%20Codes%2001.doc)

[Petty Cash Form and Reconciliation Workbook (excel format)](http://usfweb.usf.edu/proced/Foundation/Petty%20Cash%20Workbook%20%282%20tabs%29.xls)

[USF Foundation, Inc. Cash Advance Form](http://usfweb.usf.edu/proced/Foundation/Cash%20Advance%20Form.xls)

[Travel Checklist](http://usfweb.usf.edu/proced/Foundation/Travel%20Checklist.doc)

[USF Event Budget Form (doc format)](http://usfweb.usf.edu/proced/Foundation/USF%20Event%20Budget%20Form.doc)

**Deadline For Turning In Expense Reimbursement Requests**

Last Updated 04/16/2008 11:30 AM

**PHILOSOPHY**

Foundation funds may be used to supplement available university funds to reimburse individuals for bonafide business expenses incurred on behalf of the University of South Florida. All such expenditures paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**POLICY**

Expense reimbursement requests must be turned in to the USF Foundation within 30 days of the date the travel ended or the expense was incurred, whichever is later. The approval of the appropriate Vice President is required in order to process reimbursement requests submitted more than sixty days after the date of the incurrence of the expense or the end of the travel. Consistent with university policy, expense reimbursements submitted over six months from the last date of travel or when the expense was incurred will not be processed.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form or USF Foundation Travel Reimbursement request, attaching the original invoice or receipts for the expense as supporting backup. |
| X |  | Submit the form, along with backup to the USF Foundation Business Office (ALC 100). If receipts are over 60 days from the date of the travel or incurrence of the expense Vice Presidential/Provost approval is required and must be evidenced by signing the check request. |
|  | X | USF Foundation Business Office will print check and mail to payee. |

**Forms**

[USF Foundation Check Request for Travel Related Expenses (doc format)](http://usfweb.usf.edu/proced/Foundation/Proposed%20Travel%20Form.doc)

[USF Foundation Check Request for Travel Related Expenses (rtf format)](http://usfweb.usf.edu/proced/Foundation/Proposed%20Travel%20Form.rtf)

[USF Foundation Check Request (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Cash Advance**

Last Updated 11/23/2010 08:47 AM

**Philosophy**

Cash advances from the USF Foundation are provided to the University of South Florida (USF) employees for purposes that support the mission of USF. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

Both the establishment and the amount of the cash advance are within the authority of the authorizing department, subject to USF Foundation guidelines. Cash advance requests must be substantiated with a detailed business purpose for the advance with adequate support, such as a detailed budget, for the requested amount. All individuals who receive a cash advance are responsible for full settlement of the advance by repaying any unused cash and/or providing appropriate original receipts *(bills, receipts, cancelled checks, MapQuest for mileage, etc.)* to properly allocate the expenses by the assigned settlement date. The Settlement Date that is selected must be within a reasonable period and should not exceed 60 days from the date the expenses are expected to be incurred. Any settlement date beyond 60 days must be reasonable based on the facts and circumstances of the business purpose of the advance and are subject to the approval of the Foundation.

With the exception of faculty or staff paying for student expenses under certain circumstances, employees should not request a cash advance to pay for the expenses of another employee particularly for travel. All employees are expected to request separate cash advances.

If an advance is not substantiated or repaid timely further advances may be refused. All advances over 60 days old must include the approval of the appropriate Vice President. Advances not substantiated/repaid by an employee will be referred to General Counsel for settlement and collection if the employee has not turned in the appropriate documentation or repaid the advance within 6 months from the assigned settlement date. General Counsel may take action to retrieve the funds from amounts owed including deduction of any amount owed from the employee's pay.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Cash advance requests should be submitted to the USF Foundation on a USF Foundation Check Request/Transfer Form, with a Cash Advance Request Form attached. The check request requires the appropriate Foundation fund accountable officer's signature, and cash advance form requires the signature, home address, and UID of the borrower. |
|  | X | The USF Foundation will review cash advance requests to determine if an individual has outstanding or unsettled advances. The USF Foundation reserves the right to deny any advance or reimbursement request if there are unsettled advances by the same individual, if proper documentation has not been provided or if previous advances have been used for reasons other than stated on the original request. |
|  | X | The settlement date will be reviewed for appropriateness. If the settlement date is not within Foundation policy the initiator/fund administrator and borrower will be contacted for an appropriate settlement. The cash advance will only be issued if anticipated expenses are expected to be incurred within 30 days of the date the advance is issued. |
| X |  | Any transactions affecting cash advances (i.e. payment, adjustments, etc.) within a given month must include the appropriate document number when submitted for settlement. |
| X |  | Advances may never be used to pay for professional services (contractors, consultants, honorariums, etc.) which are considered third party payments. |
|  | X | The cash advances will be reviewed monthly by the USF Foundation and updated for any activity on the advance. After the accounts have been reviewed and updated, a cash advance report will be prepared to reflect the status of the cash advance. |
|  | X | The USF Foundation business office will provide the fund accountable officer with copies of the monthly cash advance report for the officer's specific department/account. |
| X |  | Fund accountable officers should ensure that the cash advances are satisfied by the settlement date listed on the cash advance request form. Cash advances can be satisfied by receipt of full payment of the cash advance and/or submission of appropriate receipts. A cash advance is considered past due by the end of the month following the assigned settlement date. Advances older than 60 days must include Vice President approval. |
|  | X | If the cash advance remains unsatisfied 6 months from the settlement date, the USF Foundation will forward accounts to Foundation General Counsel. General Counsel will initiate the appropriate formal steps for collection or settlement of delinquent loans, which may include payroll deductions if currently employed by USF. |

**Forms**

[USF Foundation, Inc. Cash Advance Form](http://usfweb.usf.edu/proced/Foundation/Cash%20Advance%20Form.xls)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Petty Cash Advances**

Last Updated 11/15/2010 11:34 AM

**Philosophy**

Petty cash funds are established to enable departments to complete minor, incidental business transactions as part of their daily operations. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

Initiating Petty Cash Funds and Petty Cash Fund Custodian Responsibilities

The establishment of a petty cash fund is within the authority of each department, subject to the approval of the Foundation. Petty cash funds generally will be limited to $200 and must be substantiated with a detailed business purpose for the petty cash fund. Detail of anticipated expenses or a budget may be used to support the requested amount. The Foundation will issue the petty cash funds to an employee of the department's choice and that employee will be considered the petty cash custodian responsible for securing, administering and accounting for the funds. The custodian must maintain a petty cash log of transactions. Cash on hand and receipts for disbursements must always equal the amount issued in petty cash funds. The custodian is responsible for reconciliation of the petty cash fund as described in the Reconciliation and Reissuance section below. Petty cash must be secured in a safe location such as a lockbox or safe. Petty Cash funds are subject to audit by the USF Foundation Internal Auditor or Foundation staff at any time, without notice.

Expenditure of Petty Cash Funds

All expenditures from petty cash funds are subject to the same restrictions as any other expense from a USF Foundation fund and must adhere to the same USF Foundation, USF and IRS expenditure guidelines. Expenditures in violation of USF Foundation policy may not be used to settle the petty cash fund. Inappropriate use of the petty cash fund may jeopardize the reissuance of petty cash funds to the department. Prohibited uses of petty cash funds include:

* Deposit into personal bank accounts
* Personal IOU's
* Payments to independent contractors, consultants, etc.
* Payments to employees for services, awards, bonuses, etc.
* Travel reimbursements or travel advances
* Purchases of goods or services for more than $50 generally should be processed through Foundation accounts payable.

Reconciliation and Reissuance

Petty cash funds must be reconciled monthly by the Petty Cash Custodian. On a quarterly basis this reconciliation must be documented through the completion and submission of the Petty Cash Reconciliation Worksheet. Twice annually, at the end of each fiscal year (June 30) and calendar year (December 31), the excess funds and receipts must be presented to the USF Foundation for settlement. Petty Cash Funds may be replenished at any time when requests are substantiated with receipts and the most recent quarterly Petty Cash Reconciliation Worksheet. Petty cash funds which have been properly administered and accounted for are eligible for reissuance. At reissuance the department should consider the following:

* The petty cash fund is still needed for the issued amount,
* The custodian is unchanged, and
* This petty cash policy and Foundation expenditure guidelines have been reviewed and the petty cash fund is being used in accordance with Foundation policy.

Petty cash funds not substantiated by the department within 30 days after year end (calendar and fiscal) are referred to Foundation General Counsel.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Petty cash funds may be requested via the USF Foundation Check Request/Transfer Form supported by a Petty Cash Request Form made out in the name of the Petty Cash Custodian. |
| X |  | As funds are disbursed, the custodian must keep a complete record of each expense, including the payee, date, amount and detail of expense. Each expense must be supported by a vendor receipt or a petty cash receipt signed by the recipient. Petty cash receipts should include at a minimum payee, date, amount and business purpose. |
| X |  | Funds should be reconciled monthly and discrepancies reported and explained. Funds must be reconciled quarterly evidenced by submission of the Petty Cash Reconciliation Worksheet signed by the custodian and a fund accountable officer. |
| X |  | When replenishment is necessary, the Petty Cash Custodian should submit a USF Foundation Check Request/Transfer Form payable to the Custodian. Receipts should be attached to the check request with the most recent quarterly Petty Cash Reconciliation Worksheet. Expenditures should be itemized by general ledger account in the "Classification of Expenditure" section of the check request. |
| X |  | Twice annually, by June 30th and December 31st, the Custodian must reconcile and settle the Petty Cash fund. Unspent cash should be submitted to the USF Foundation along with appropriate receipts to total the amount of the fund. Departments should also submit a new petty cash fund request (on a Check Request/Transfer Form with a Petty Cash Request Form) if the petty cash fund is to be re-established. |
|  | X | Foundation staff will clear the advance and, if requested, reissue funds. |
| X |  | Cash advances can be satisfied by receipt of full payment of the advance and/or submission of the appropriate receipts. |
| X |  | A petty cash advance is delinquent by the end of the month in which it is due twice annually at June 30th and December 31st. |
|  | X | If the petty cash advance fund remains unsatisfied 30 days after calendar or fiscal year end, the USF Foundation will forward accounts to Foundation General Counsel. General Counsel will initiate the appropriate formal steps to collect delinquent loans. |

**Forms**

[Petty Cash Form and Reconciliation Workbook (excel format)](http://usfweb.usf.edu/proced/Foundation/Petty%20Cash%20Workbook%20%282%20tabs%29.xls)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**P-CARD Reimbursements**

Last Updated 07/30/2010 02:35 PM

**PHILOSOPHY:**

All expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**POLICY:**

To ensure the appropriate application of expenditure policies, charges allowable under the USF Visa Procurement Card (P-Card) Program must be for expenses of USF and not an obligation of another entity (including university DSOs and component units). Therefore, pursuant to direction from the USF Finance Council, USF Foundation funds may not be used to reimburse charges incurred under the USF P-Card Program.

**Contract Services: Overview**

Last Updated 03/20/2008 10:49 AM

**Philosophy**

Realization of the University of South Florida (USF) mission and departmental goals sometimes requires the engagement of specialized consultants for a range of financial, legal, medical, educational, environmental, architectural and organizational issues. When internal staff expertise is not available or requires corroboration, obtaining external advice may be appropriate. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy**

All contractual services in excess of $60,000 must first have been submitted for legal review and a Referral for Proposal (RFP), and the contractor selected in accordance with USF RFP policies. All contracts committing USF Foundation Funds must be reviewed and executed by the President or CFO of the USF Foundation prior to engaging the contractor.

In addition to any other contract, payment for services to individuals must be requested via the USF Foundation, Inc. Independent Contractor Service Agreement. This form is required even if the individual has a business name, unless the business is incorporated. For more specific information, see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=297&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTQ*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
|  |  | At least two weeks prior to the commencement of services, forward the proposed contract to USF Foundation Business Office (ALC 000) for review. Attach a brief memo documenting the need for, and benefit to USF of, the contracted services. |
|  |  | USF Foundation President or designee forwards contract for legal review, then executes contract, which is then returned to initiating department. |
|  |  | Upon receipt of executed contract, complete the USF Foundation Check Request/Transfer form, attaching the original contract and invoice as supporting documentation. If a contract specifies that it is to be paid in installments, after the first installment, a copy of the contract is sufficient documentation. |
|  |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  |  | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Independent Contractors**

Last Updated 03/18/2009 02:09 PM

**Philosophy**

Realization of the University of South Florida (USF) mission and departmental goals sometimes requires the engagement of specialized contractors. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy**

All contracts committing USF Foundation Funds must be reviewed and executed by the President or CFO of the USF Foundation prior to engaging the contractor. Contracts with individuals must be reviewed carefully to ensure that the contract does not create an employee/employer relationship by IRS definition. Initiators of any contract with an individual should refer to the USF Independent Contractor Checklist to determine whether the contractor meets the IRS definition of an employee. If a contractor meets the IRS definition of an employee, the contractor cannot be paid by the USF Foundation, but must instead be processed through the USF Payroll Department. See [Transfer to Grant Funds](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=344&p_created=997115050&p_sid=EJk8Fw_i&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTY*&p_li=&p_topview=1).

Non-US Citizens (foreign nationals) cannot be paid directly by the USF Foundation. For payment of foreign nationals, see [Payments to Non-Resident Aliens](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=793&p_created=1018444150&p_sid=EJk8Fw_i&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTU*&p_li=&p_topview=1) and [Transfer to Grant Funds](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=344&p_created=997115050&p_sid=EJk8Fw_i&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTY*&p_li=&p_topview=1). Payment for services to individuals must be requested via the USF Foundation, Inc. Independent Contractor Service Agreement. This form is required even if the individual has a business name, unless the business is incorporated.

**Process**

|  |  |
| --- | --- |
| Responsible Office |  |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | At least two weeks prior to the commencement of services, complete the USF Foundation Independent Contract Agreement and forward the proposed contract to the USF Foundation Business Office (ALC 000) for review.   |
|  | X | USF Foundation President or designee reviews and executes contract, which is then returned to initiating department. |
| X |  | Upon receipt of executed contract, complete the USF Foundation Check Request/Transfer form, attaching the original contract and invoice (if provided) as supporting documentation.  If a contract specifies that it is to be paid in installments, after the first installment, a copy of the contract is sufficient documentation. |
| X |  | Inform contractor that he or she is responsible for all tax liability resulting from the contract services. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 100). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

USF Independent Contractor Checklist

[Independent Contract Service Agreement](http://usfweb.usf.edu/proced/Foundation/Independent%20Contractor%20Service%20Agreement.DOC)

**Construction and Renovation Projects**

Last Updated 01/07/2010 11:09 AM

**Philosophy**

Facility construction and improvement often supports the mission of the University of South Florida (USF), and USF Foundation funds may be used for these purposes assuming proper coordination with the USF Division of Facilities Planning and Construction. Expenditures must comply with donor restrictions on the particular fund from which the expenditure is to be paid, and must comply with the IRS regulations and USF policies as it applies to the activities of direct support organization.

**Policy**

All construction and renovation projects must be processed through the USF Division of Facilities Planning and Construction. The approval of the President or designee is required for all construction and renovation projects involving state-owned facilities, where the cost of the project exceeds the dollar amount of $100,000.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice as supporting backup |
| X |  | Submit USF Foundation Check Request/Transfer form along with backup to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

For more information, please contact Michelle Cummings at cummings@admin.usf.edu

**Transfers to USF DSOs and other Affiliated Entities**

 Last Updated: 03/16/2009 02:10 PM

**Philosophy:**

USF Foundation funds may be transferred to support expenses incurred directly by the University, its Direct Support Organizations (DSOs) and other affiliated entities in cases where direct payment to the vendor (the final use of the funds) cannot be processed through the Foundation. All such transfers of USF Foundation funds must be in accordance with the donor restriction on the specific fund from which the expenses are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy:**

**Transfers for Salaries**

The USF Foundation does not have employee compensation directly; therefore, all donated funds to support payroll expenses of USF, its DSOs and affiliates must be transferred to other entities. For appropriate recognition of the expense and for proper maintenance of documentation, all payroll transfers must be supported with payroll certifications or payroll registers. The certification/register should include the period during which the salary was earned and a total amount that agrees to the total amount of the transfer (ledger print screen evidencing cash balance). If the salary being transferred is prospective and thus payroll certification/register is not available, documentation must be provided in a similar fashion. The documentation must include information provided on a payroll certification, such as period the salary will be earned and individual pay rate extended with a total that agrees to the total amount of the transfers. All salary transfers must include the name and position or title of each individual within the documentation or on the check request. This is to ensure the salaries supported with Foundation funds meet the restrictions set by the donor.

**Transfers for Scholarships and Fellowships**

A fellowship award to students is defined as one where work is required on the student's part as a condition of the award. The USF Foundation does not pay fellowships directly, but USF Foundation funds may be transferred to USF and processed through the USF Payroll Department. Please see documentation requirements as outlined in the Transfers for Salaries section above.

If a payment is called a fellowship, but requires no work on the part of the student, it is actually a student scholarship and should be submitted to the USF Financial Aid Office on the USF Foundation Scholarship Distribution Request Form. The Financial Aid Office will bill the USF Foundation for reimbursement after the student has received the award.

Transfers for Other Purposes

The USF Foundation has the fiduciary responsibility to ensure expenditure of donated funds complies with the purpose and restrictions set by the donor, as well as USF Foundation policy. Therefore, transfer requests for lump sum amounts for various expenses to be incurred in the future through USF, its DSOs or other affiliated entities will be prohibited so long as the expense could be paid through the USF Foundation payables process. For example, certain types of expenses reimbursements to USF for telephones, postage, building maintenance, Physical Plant work orders, etc. may be transferred to USF with appropriate documentation (bills for phone, ledgers for work orders, etc.). Reimbursements for P-Card charges are prohibited. Please see P-Card policy for further information.

Process

Forms:

[**USF Foundation Check/Transfer Form**](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[FAST Chartfield Account Form](http://usfweb.usf.edu/proced/Foundation/FASTchartfield.doc)

**Community Relations: Overview**

Last Updated 08/11/2009 10:20 AM

**Philosophy**

Community relations expenses are essential to a publicly assisted institution if it is to properly communicate the mission and needs of the institution to individuals who are in decision-making positions affecting the University of South Florida (USF). All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

Community relations expenses may be paid with USF Foundation funds. Payments or reimbursements amounting to $200 or more for community relations expense require signatory approval of the supervisor of the person incurring the expense.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Sales Tax on Purchases**

Last Updated 08/11/2009 08:42 AM

**Philosophy**

As a 501(c)(3) non-profit organization, the USF Foundation is generally exempt from Florida Sales Tax on purchases. However, in some instances sales tax is due on expenditures and the sales tax may be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS and Florida Department of Revenue regulations, and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

It is the responsibility of the department to provide vendors with the necessary documentation to allow the exclusion of sales tax on vendor invoices at the time an order is placed. Departments may contact the USF Foundation Business Office for a copy of the Sales Tax Exemption Certificate, which may be copied for vendors.

Only purchases paid by USF Foundation checks or credit cards are sales tax exempt. Purchases made by an individual are not tax exempt, even when the purchase is for USF business use and is to be reimbursed by the USF Foundation. Sales tax should be paid by the individual and included in the amount of the reimbursement request. Also, when attendees are charged for attending an event where food is served, the cost of the food is not tax exempt.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching receipts including sales tax as supporting documentation.  Include tax in the amount requested for reimbursement.  |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to payee. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Royalties**

Last Updated 07/10/2009 09:22 AM

**Philosophy**: The USF Foundation may accept royalties payments on behalf of a USF employee or affiliate. Such payments may be accepted and recorded in accordance with IRS regulations and USF policy as it relates to Direct Support Organizations.

**Policy**: Royalties are payments made to the author, writer or composer out of the proceeds from the sale of his or her works for the right to use those works. Royalty payments are prearranged prior to the person(s) receiving payment. The Foundation will accept these payments as a gift if the contractual agreement included the USF Foundation as a party to the contract and it has been reviewed by the **USF Foundation General Counsel.**

Otherwise royalty payments should be deposited directly into the college's E&G accounts as expense reimbursement for salaries, or into an auxiliary account at the University.

Royalty payments may be recorded as gifts if the check is made payable to an individual employed by the University and endorsed over to the Foundation. The individual should receive a 1099 from the company and a tax credit receipt from the Foundation. A check made payable to the Foundation will not be accepted unless it was preapproved by the **USF Foundation General Counsel** in the royalty contractual agreement.

The **USF Research Foundation** accepts royalties for patents and licensing. Please contact the Research Foundation for more information.

If you have a royalty payment to deposit with the USF Foundation please provide the Royalty Agreement and any other relevant information to the Foundation Office of Business & Financial Services. You can contact the receipts supervisor.

**Legal Settlements**

Last Updated 08/11/2009 10:01 AM

**Philosophy**

Upon recommendation of the University of South Florida (USF) General Counsel, when a legal settlement is deemed to be the most effective resolution of a legal dispute and in the best interest of the University, and where state funds are insufficient, USF Foundation funds may be used to pay legal settlements. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the particular fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

The approval of both the USF President and the USF General Counsel are required for any expenditure incurred as part of a legal settlement where the University, a USF faculty or staff member, Board of Education, or the University Board of Trustees is a party of the settlement.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice as supporting documentation |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

***Office Supplies/Postage/Delivery Services***

**General Office Supplies**

Last Updated 03/03/2010 01:20 PM

**Philosophy**

Office expenses necessary to the day-to-day operation of the University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

The cost of general office supplies may be paid from USF Foundation funds. General office supplies includes staples, paper clips, rubber bands, self-stick removable notes, pens, pencils, desk accessories, tape, rulers, correction fluid.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice, as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 100). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Copier and Computer Supplies**

Last Updated 08/11/2009 10:18 AM

**Philosophy**

Office expenses necessary to the day-to-day operation of the University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

The cost of copier and computer supplies may be paid from USF Foundation funds. 

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice, as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Equipment and Furniture Items Costing Less Than $1,000.00**

Last Updated 06/23/2009 10:17 AM

**Philosophy**

Equipment and capital assets that support the mission of the department may be purchased with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and the University of South Florida (USF) Policy as it applies to the activities of Direct Support Organizations.

**Policy**

Office, computer, medical and other specialized equipment may be purchased with USF Foundation funds. Equipment with a cost of less than $1,000 will be expensed, rather than carried on the USF Foundation books or transferred to the state as a capital asset. For equipment with an individual cost of $1,000 or more see [Capitalized Assets (Transferred to State)](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=229&p_created=997117814&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=613&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTE*&p_li=&p_topview=1).

**Forms**

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Express Mail and Overnight Delivery** 

Last Updated 08/11/2009 10:10 AM

**Philosophy**

Office expenses necessary to the day-to-day operation of the University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

When regular postal delivery is not adequate for departmental needs, at the discretion of the fund administrator, express mail and overnight delivery expenses may be paid with USF Foundation funds.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Metered Mail**

Last Updated 08/11/2009 09:18 AM

**Philosophy**

Office expenses necessary to the day-to-day operation of the University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

The cost of postage and shipping may be paid from USF Foundation funds, including metered mail and postage stamps.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, naming as the payee the USF Postmaster as the Post Office where your meter will be refilled. Indicate in the appropriate space on the check request the name and address of the individual who will be taking the meter to be refilled. |
| X |  | Submit USF Foundation Check Request/Transfer form to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to the individual who will be taking the meter to be refilled. |
| X |  | Take your meter to the post office to be refilled. Remember to obtain a post office receipt. |
| X |  | Attach post office receipt to the Foundation check stub and return them to the Foundation Business Office (ALC 000). |
|  | X | Foundation staff will attach receipt and stub to the original check request to document the expense. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Postage Stamps**

Last Updated 08/11/2009 09:02 AM

**Philosophy**

Office expenses necessary to the day-to-day operation of the University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy**

The cost of postage and shipping may be paid from USF Foundation funds including postage stamps and metered mail.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, naming as the payee the USF Postmaster at the Post Office where stamps are to be purchased.  Indicate in the appropriate space on the check request the name and address of the individual who will be purchasing the stamps. |
| X |  | Submit USF Foundation Check Request/Transfer form to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to the individual who will be purchasing stamps. |
| X |  | Purchase stamps.  Remember to obtain a post office receipt. |
| X |  | Attach post office receipt to the USF Foundation check stub and return them to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation staff will attach receipt and stub to the original check request to document the expense. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Mail House Services**

Last Updated 03/20/2008 11:32 AM

**Philosophy**

Office expenses necessary to the day-to-day operation of the University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

The cost of mail house services may be paid from USF Foundation funds. If a contract is incurred, the President or CFO of the USF Foundation must sign the contract for any mail house service. See [Contract Services: Overview](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=240&p_created=997119697&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=613&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTI*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice, as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Courier Services**

Last Updated

**Philosophy**

Office expenses necessary to the day-to-day operation of the University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

When regular postal delivery is not adequate for departmental needs, courier services expenses may be paid with USF Foundation funds. Courier services include payments to Airborne, Federal Express, UPS and overnight delivery services. Payment for services to individuals must be requested via the USF Foundation, Inc. Independent Contractor Service Agreement. This form is required even if the individual has a business name, unless the business is incorporated. For more specific information, see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=239&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTQ*&p_li=&p_topview=1). Payment to incorporated companies will be processed based on invoice received.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
|  |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice as supporting documentation. |
|  |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  |  | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Envelopes and Letterhead**

Last Updated 08/10/2009 11:52 AM

**Philosophy**

Office expenses necessary to the day-to-day operation of the University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

The cost of envelopes and letterhead may be paid from USF Foundation funds.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice, as supporting documentation.  |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

***Services & Contractual Payments***

**Office Vendor Services**

Last Updated 08/11/2009 09:13 AM

**Philosophy**

General office expenses necessary to the day-to-day operation of University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

Office vendor services such as coffee services and water delivery may be paid with USF Foundation funds. Payment for services to individuals must be requested via the USF Foundation, Inc. Independent Contractor Service Agreement. This form is required even if the individual has a business name, unless the business is incorporated. For more specific information, see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?&p_refno=010806-000007).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
|  |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice as supporting documentation. |
|  |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  |  | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Repairs, Maintenance and Maintenance Contracts** 

Last Updated 03/24/2008 02:31 PM

**Philosophy**

The acquisition and maintenance of equipment and capital assets may be required to carry out the mission of University of South Florida (USF). All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid and must comply with IRS regulations and the University of South Florida (USF) Policy as it applies to the activities of Direct Support Organizations.

**Policy**

Repairs, maintenance and maintenance contracts for equipment owned by USF or a Direct Support Organization may be paid with USF Foundation funds. Any contract committing USF Foundation funds must be reviewed and executed by the President or CFO of the USF Foundation.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice, as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail to payee. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Computer Consulting**

Last Updated 03/20/2008 10:35 AM

**Philosophy**

Realization of the University of South Florida (USF) mission and departmental goals sometimes requires the engagement of specialized consultants for a range of financial, legal, medical, environmental, architectural and organizational issues. When internal staff expertise is not available, or requires corroboration, obtaining external advice may be appropriate. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy**

When deemed necessary by the Fund Administrator, computer consulting fees may be paid from USF Foundation funds. All contracts committing USF Foundation funds must be reviewed and executed by the President or CFO of the USF Foundation prior to engaging the contractor and will be submitted by the USF Foundation for legal review by USF legal counsel. Payment for services to unincorporated individuals must be requested via the USF Foundation, Inc. Independent Contractor Service Agreement. For payments to individuals, see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=dXm7Ga_i&p_accessibility=0&p_redirect=&p_lva=240&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTQ*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | At least two weeks prior to the commencement of services, forward the proposed contract to the USF Foundation Office (ALC 000) for review. Attach a brief memo documenting the need for, and benefit to USF of, the contracted services. |
|  | X | USF Foundation President or designee forwards contract for legal review and executes contract, which is then returned to initiating department. |
| X |  | Upon receipt of executed contract, complete the USF Foundation Check Request/Transfer form, attaching the original contract and invoice as supporting documentation. If a contract specifies that it is to be paid in installments, after the first installment, a copy of the contract is sufficient documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Custodial Fees and Services**

Last Updated 03/20/2008 11:01 AM

**Philosophy**

Realization of the University of South Florida (USF) mission and departmental goals sometimes requires the engagement of specialized consultants for a range of financial, legal, medical, environmental, architectural and organizational issues. When internal staff expertise is not available, or requires corroboration, obtaining external advice may be appropriate. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy**

Custodial and janitorial fees and services may be paid from USF Foundation funds. All contracts committing USF Foundation funds must be reviewed and executed by the President or CFO of the USF Foundation prior to engaging the contractor. Payment for services to individuals must be requested via the USF Foundation, Inc. Independent Contractor Service Agreement. This form is required even if the individual has a business name, unless the business is incorporated. For more specific information, see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=239&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTQ*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
|  |  | At least two weeks prior to the commencement of services, forward the proposed contract to the USF Foundation Office (ALC 000) for review. Attach a brief memo documenting the need for, and benefit to USF of, the contracted services. |
|  |  | USF Foundation President or designee forwards contract for legal review and executes contract, which is then returned to initiating department. |
|  |  | Upon receipt of executed contract, complete the USF Foundation Check Request/Transfer form, attaching the original contract and invoice as supporting documentation. If a contract specifies that it is to be paid in installments, after the first installment, a copy of the contract is sufficient documentation. |
|  |  | Submit USF Foundation Check Request/Transfer form along with documentation to USF Foundation Business Office (ALC 000). |
|  |  | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Finance Charges and Late Fees on Vendor Payments**

Last Updated 04/04/2006 10:58 AM

**Philosophy**

The USF Foundation pays vendors in a timely manner and does not incur finance charges or late charges. It is the responsibility of each fund administrator to insure that payment requests are forwarded to the USF Foundation Business Office in time to allow for processing without incurring interest, finance or late charges.

**Policy**

Interest, late charges and finance charges on payments to vendors due to delinquent submission of the payment request to the USF Foundation Office cannot be paid with USF Foundation funds.

**Employment Agency and Recruitment Fees**

Last Updated 03/24/2008 10:54 AM

**Philosophy**

Recruiting and retaining outstanding faculty and staff may require the use of consultants or agencies that specialize in this area. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid and must comply with IRS regulations and University of South Florida (USF) Policy as it applies to the activities of Direct Support Organizations.

**Policy**

Under special circumstances, and when deemed necessary by the appropriate Vice President, employment agency and recruitment fees may be paid with USF Foundation funds. All contracts committing USF Foundation Funds must be reviewed and executed by the President or CFO of the USF Foundation prior to engaging the contractor. Payment for services to individuals must be requested via the USF Foundation, Inc. Independent Contractor Service Agreement. This form is required even if the individual has a business name, unless the business is incorporated. For more specific information, see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=613&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTQ*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | At least two weeks prior to the commencement of services, forward the proposed contract to USF Foundation Business Office (ALC 000) for review. Attach a brief memo documenting the need for, and benefit to USF of, the contracted services. |
|  | X | USF Foundation President or designee forwards contract to legal department for review and executes contract, which is then returned to initiating department. |
| X |  | Upon receipt of executed contract, complete the USF Foundation Check Request/Transfer form, attaching the original contract and invoice as supporting documentation. If a contract specifies that it is to be paid in installments, after the first installment, a copy of the contract is sufficient documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Conference and Seminar Fees**

Last Updated 03/20/2008 10:37 AM

**Philosophy**

USF Foundation funds may be used to supplement available state funds to reimburse University of South Florida (USF) employees and business associates for fees incurred for conferences and seminars that support the University of South Florida (USF) mission. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

All expenses must be directly related to the conference or seminar and evidenced by receipts and other supporting documents. All expenses must be pre-approved and authorized by the supervisor of the traveler. Please see also [Student Travel](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=367&p_created=998321393&p_sid=dXm7Ga_i&p_accessibility=0&p_redirect=&p_lva=239&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTY*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Professional Training Fee**

Last Updated 08/27/2009 09:08 AM

**Philosophy**

Realization of the University of South Florida (USF) mission and departmental goals sometimes requires the engagement of specialized consultants for a range of financial, legal, medical, environmental, architectural and organizational issues. When internal staff expertise is not available, or requires corroboration, obtaining external advice may be appropriate. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy**

When deemed necessary by the appropriate Dean or Vice President, professional training fees may be paid with USF Foundation funds. All contracts committing USF Foundation funds must be reviewed and executed by the President or CFO of the USF Foundation prior to engaging the contractor and will be submitted by the USF Foundation office for legal review by USF legal counsel. Payment for services to unincorporated individuals must be requested via the USF Foundation, Inc. Independent Contractor Service Agreement. For payments to individuals, see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=g7zT4rGj&p_accessibility=0&p_redirect=&p_lva=104&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9MTUsMTUmcF9wcm9kcz0mcF9jYXRzPTEwJnBfcHY9JnBfY3Y9MS4xMCZwX3NlYXJjaF90eXBlPWFuc3dlcnMuc2VhcmNoX25sJnBfcGFnZT0xJnBfc2VhcmNoX3RleHQ9aW5kZXBlbmRlbnQgY29udHJhY3Rvcg**&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | At least two weeks prior to the commencement of services, forward the proposed contract to the USF Foundation Office (ALC 000) for review. Attach a brief memo documenting the need for, and benefit to USF of, the contracted services. |
|  | X | USF Foundation President or designee forwards contract for legal review and executes contract, which is then returned to initiating department. |
| X |  | Upon receipt of executed contract, complete the USF Foundation Check Request/Transfer form, attaching the original contract and invoice as supporting documentation.  If a contract specifies that it is to be paid in installments, after the first installment, a copy of the contract is sufficient documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Honorariums**

Last Updated 04/07/2009 11:29 AM

**Philosophy**

The USF Foundation may accept honorariums paid in exchange for services performed by a USF employee or affiliate.  Such payments may be accepted and recorded in accordance with IRS regulations and USF policy as it relates to Direct Support Organizations.

**Policy**

Honorariums are payments made in gratitude of a special service, which fees are not legally or traditionally required.  In other words, there must not be an arrangement to pay an individual for services to be performed.  If there is a predetermined arrangement the payment would be for services as in an independent contract relationship and would not be accepted at the Foundation.

Honorariums may be recorded as gifts from the individual who performed the service if the check is made payable to the individual and is signed over to the Foundation, or if the individual provides proof that the organization making the payment will be sending the individual a Form 1099. In any of the above cases, the individual should consult with his or her tax advisor to determine if the honorarium payment is taxable to the individual.

The USF Foundation may accept a payment as a gift from an organization if an accompanying letter is received from the organization identifying the payment as a gift in lieu of an honorarium, and not a payment of compensation.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Send check and deposit transmittal to USF Foundation along with accompanying documentation. |
|  | X | Verify tax status of payment as either gift or compensation for services performed.  If payment of compensation return check and documentation back to department.  If gift prepare and record appropriate accounting transactions.  |
|  | X | Issue appropriate tax receipt. |

**Forms:**

[USF Foundation Deposit Transmittal Form](http://usfweb.usf.edu/proced/Foundation/DT%20excel.xls)

**Payments to Non-Resident Aliens**

Last Updated 12/01/2010 08:58 AM

**Philosophy**

Realization of the University of South Florida (USF) mission sometimes involves collaboration and contracting with visiting international professionals and students. Any expenses arising from these activities to be paid from USF Foundation funds must be in accordance with the restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy**

Due to the complexity of international treaties, payments to non-resident aliens for services must be approved for processing by the USF Payroll Department non-resident alien specialist. Please contact the USF Payroll Department for instructions for the payment of foreign nationals prior to contracting for payment. The USF Foundation may reimburse a foreign national directly if the person incurred travel expenses while here for a short visit with a business purpose. Reimbursable business expenses are non-taxable and non-reportable under an accountable plan.

***Printing/Subscriptions/Apparel/Books***

**Printing**

Last Updated 08/11/2009 08:59 AM

**Philosophy**

Office expenses necessary to the day-to-day operation of the University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

The cost of printing services may be paid from USF Foundation funds. 

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Brochures and Other USF Publications**

Last Updated 03/20/2008 10:22 AM

**Philosophy**

Office expenses necessary to the day-to-day operation of the University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

The cost of producing brochures and other USF publications may be paid from USF Foundation funds. See also [Advertising and Brochures for Fundraising Activities](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=311&p_created=996612761&p_sid=dXm7Ga_i&p_accessibility=0&p_redirect=&p_lva=229&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTE*&p_li=&p_topview=1).

Payment for services to individuals must be requested via the USF Foundation, Inc. Independent Contractor Service Agreement. For payments to individuals, see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=dXm7Ga_i&p_accessibility=0&p_redirect=&p_lva=311&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTQ*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Magazine and Journal Subscriptions**

Last Updated 08/11/2009 09:21 AM

**Philosophy**

USF Foundation funds may be used for professional development expenses that support the mission of University of South Florida (USF). All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

USF Foundation funds may be used for business-related magazine and professional journal subscriptions.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Apparel**

Last Updated 03/14/2007 01:14 PM

**Philosophy**

USF Foundation funds may not be used for expenses that benefit any individual. Expenses that do not support the mission of University of South Florida (USF) are an inappropriate use of USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and the USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

USF Foundation funds may be used to pay for USF logo apparel that is for students at competitions, a required uniform for an employee’s job (which is stated in that employee’s job description), or where USF representatives need to be distinguished as a group at events to support the mission of the University.

\* All other apparel expenses are not allowable through the Foundation.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice, as supporting documentation.  |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Books and Journals**

Last Updated 03/20/2008 09:45 AM

**Philosophy**

Office expenses necessary to the day-to-day operation of the University of South Florida (USF) departments and organizational units may generally be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

The cost of books and journals may be paid from USF Foundation funds. Books with an individual cost of $250 or more must be capitalized. See also [Equipment and Repairs: Capitalized Assets](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=229&p_created=997117814&p_sid=dXm7Ga_i&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MiZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTU*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
|  |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice, as supporting documentation. |
|  |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  |  | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

***Online Purchases/Meetings/Students***

**E-Tickets and Online Purchases** 

Last Updated 03/16/2009 01:04 PM

**PHILOSOPHY**

USF Foundation funds may be used to reimburse individuals for expenses paid directly on the web that supports the mission of University of South Florida (USF). All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**POLICY:**

Purchases made directly on the web must be business related and evidenced by the proper supporting documentation as outlined below.

E-Ticket purchases for airline travel must be supported by the boarding pass **AND** proof of payment. If the boarding pass is retained by the airline please submit a copy of the online itinerary with the proof of payment.

When submitting reimbursement for unused nonrefundable tickets please attach a statement signed by the traveler explaining that the ticket was not used and the reason why. If the unused ticket was credited to the traveler for future use the reimbursement will be treated like a cash advance for accounting purposes. In order for the traveler to clear the cash advance loan proper supporting documentation must be submitted when the ticket is used.

Web purchases must be supported by the online receipt **AND** packing slip/invoice for tangible items. Provide the online receipt **AND** proof of payment for services purchased on the web.

Typically online purchases require the use of a credit card or automatic debit to a bank account. Proof of payment would be a copy of the credit card or bank statement evidencing the charge. Personal information such as the individual’s account number on these statements should be blacked out to ensure security of the individual’s personal information.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer Form, attaching the online receipts and proof of payment for the expense as supporting backup. |
| X |  | Submit USF Foundation Check Request/Transfer Form along with backup to the University of South Florida Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail to the individual or vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[Travel Checklist](http://usfweb.usf.edu/proced/Foundation/Travel%20Checklist.doc)

**Board and Committee Meetings**

Last Updated 08/10/2009 11:47 AM

**Philosophy**

The guidance and specialized expertise of Executive Boards and Committees is a valuable resource to help University of South Florida (USF) pursue its mission. Expenses associated with meetings of boards and committees may be paid with USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

Expenses related to board and committee meetings relating to the mission of USF may be paid with USF Foundation funds. Such expenses include supplies, space rental, caterers and food.

Occasionally, an independent contractor may be engaged as a caterer. For information regarding the payment of independent contractors, please see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=G71Wza_i&p_accessibility=0&p_redirect=&p_lva=239&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MiZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTM*&p_li=&p_topview=1). 

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Loans to Students**

Last Updated 08/11/2009 09:28 AM

**Philosophy**

Loans may be provided to the University of South Florida (USF) students from USF Foundation funds for purposes that support the University of South Florida and its mission. All such loans from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

Specifically, short-term loans are made to USF students to assist with personal expenses in emergency circumstances or to assist with educational expenses. Both the establishment and the amount of loans are within the authority of the authorizing department, subject to USF Foundation guidelines. All students who receive a loan from the USF Foundation are responsible for repaying the loan within the allotted period of time. Delinquent accounts more than 30 days old are referred to USF’s General Council.

**Process**

|  |  |
| --- | --- |
| Responsible Office |  |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Loan requests should be submitted to the USF Foundation on a USF Foundation check request, with a promissory note attached. The check request transfer requires the appropriate accountable officer's signature, and the promissory note requires the signature, home address and social security number of the borrower. |
| X |  | The college or department who authorizes the loan also assigns the due date for the loan. |
|  | X | Any activity related to the loans will be posted directly on the promissory note copy and strictly monitored by the USF Foundation. |
|  | X | The loans will be reconciled monthly. After the accounts have been reconciled, a loan report will be prepared to reflect current loan balances and their status. The Foundation business office will provide the accountable officer with copies of the monthly loan report for the officer's specific department/account. These reports will also be sent to the appropriate dean or director of the administrative officer's college/department. |
| X |  | A loan is considered delinquent at the end of the month in which it is due. Within 15 days after month-end the accountable officer will be responsible for sending a delinquent notice letter to the delinquent cash advance recipient. Three copies of the letter should be made. Copy 1 should be distributed to the loan recipient. Copy 2 should be kept at the department. Copy 3 should be sent to the USF Foundation. |
|  | X | The CFO of the USF Foundation is authorized to approve the write-off of accounts less than $250.00. The write-off of delinquent accounts for more than $250.00 shall be subject to the approval of the Foundation's Executive Vice President; and the write-off of accounts of more than $1,000.00 shall be subject to the approval of the Foundation's Executive Committee. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[Promissory Note](http://usfweb.usf.edu/proced/Foundation/promissorynote1.doc)

**Student Recruitment and Support Services**

Last Updated 08/11/2009 08:44 AM

**Philosophy**

Expenses necessary to attract students to University of South Florida (USF) and to enrich their University experience may be paid from USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy**

Student recruitment and support service expenses may generally be paid from USF Foundation funds.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice, as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

***Employee Expenses/Memberships/Allowances***

**Professional Dues**

Last Updated 08/11/2009 08:49 AM

**Philosophy**

USF Foundation funds may be used for professional development expenses for USF employees when payment of the expense supports the mission of University of South Florida (USF). All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

Professional dues for USF employees may be paid with USF Foundation funds. Such dues include those of professional trade organizations, organizations that provide continuing professional education, and required licensing fees.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Professional Development Expenses**

Last Updated 03/20/2008 11:35 AM

**Philosophy**

USF Foundation funds may be used for professional development expenses for USF employees. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

At the discretion of the funds administrator, USF employee professional development expenses may be paid with USF Foundation funds. These expenses include professional training, memberships and manuscript submission fees.

Please see [Student Travel](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=367&p_created=998321393&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=613&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTY*&p_li=&p_topview=1) for exceptions or special rules that may apply to student travelers.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
|  |  | Complete the USF Foundation Check Request/Transfer Form, attaching the original invoices or receipts for the expense as supporting documentation. |
|  |  | Submit USF Foundation Check Request for Travel Related Expenses along with documentation to the USF Foundation Business Office (ALC 000). |
|  |  | USF Foundation Business Office will print check and mail to payee. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Club Dues and Membership Fees** 

Last Updated 07/29/2008 01:29 PM

**Philosophy:**

In limited circumstances, USF Foundation funds may be used for club dues and membership fees for USF employees when payment of the expense supports the mission of the University of South Florida(USF). All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of the Direct Support Organization.

**Policy:**

USF Foundation funds may not be used to pay Club dues or Membership fees for Country Clubs, Golf and Athletic Clubs, Airline Clubs, Hotel Clubs, and Clubs operated to provide meals under circumstances generally considered to be conducive to business discussions. Club dues and memberships fees are specifically excluded as tax deductible expenses per IRS Publication 463.

Exceptions to this policy may be granted only for the University President, Provost, and Vice Presidents. In the Division of University Advancement, an exception will apply to Associate Vice Presidents whose primary job responsibility is fundraising when the Vice President for Advancement has deemed that club access is important to the employee's fundraising responsibilities.

These payments are not considered deductible as a business expense by the IRS, therefore, payments for country club dues or membership fees will be reported to the USF Payroll department for inclusion in income on the employee’s W-2 for proper tax withholding and reporting.

The employee's supervisor should annually review the continuation of the membership and make adjustments accordingly. The employee should provide their supervisor with sufficient detail of club use to facilitate this review.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 100). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |
| X |  | Supervisor reviews membership use and approves/disapproves continuation of membership. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Employee Recruitment**

Last Updated 03/20/2008 11:09 AM

**Philosophy**

To attract outstanding talent to the University of South Florida (USF) and to be competitive in the academic marketplace, it may be appropriate to use recruitment expenses, including costs related to USF Foundation funds for faculty and staff recruiting costs. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

USF Foundation funds may be used for candidate interviews, candidate and spouse travel prior to the hire date, program initiation and support, facility renovation and equipment. Amounts expended for meals and entertainment should be reasonable and appropriate, and attendees should be limited to those necessary to the recruitment process. Any expense which appears to be excessive, and all meal requests in excess of $50 per attendee, will be referred to the appropriate VP for approval. Expenses for meals and entertainment for a USF employee's spouse may be paid by the USF Foundation only when there is a clear business purpose for the spouse's attendance, and only if the candidate’s spouse is also present. The business purpose for all attendees must be clearly documented on the check request. Reimbursements request for expenses that fall outside this policy, including expenses for spouses, will be forwarded to the appropriate VP for review and approval. Such reimbursements may also qualify as taxable income to the employee and will reported the USF Payroll Department. Therefore, it is strongly suggested that prior supervisory approval is obtained by the hosting employee. Payments for travel and similar expenses are no longer considered recruiting expenses after an individual has accepted an offer, but must be paid under the same circumstances as any USF employee. See also [Spousal Travel](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=613&p_created=1008341002&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=239&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MiZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTI*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
|  |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting documentation. |
|  |  | Enter the name of the candidate and the position for which s/he is a candidate in the “Justification for Payment” section of the USF Foundation Check Request/Transfer form. |
|  |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  |  | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Employee Relocation Expenses**

Last Updated 03/20/2008 11:16 AM

**Philosophy**

To attract outstanding talent to the University of South Florida (USF) and to be competitive in the academic marketplace, it may be appropriate to use USF Foundation funds for employee relocation expenses. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

All relocation expense must be approved in writing by the appropriate departmental authorities and a copy of the letter of offer or employment contract outlining the relocation agreement must accompany all requests for payment from USF Foundation funds.

No employee relocation expense may be paid directly to an employee by the USF Foundation. Employee reimbursements for relocation expense must be processed through the USF Payroll Office. USF Foundation funds may then be transferred to a university account to cover the payment. See [Transfer to Grant Funds](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=344&p_created=997115050&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=613&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTY*&p_li=&p_topview=1).

Employee relocation expenses may be paid by the USF Foundation directly to third party vendors provided the expenses are not required to be reported on the employee’s W-2. Examples of expenses the USF Foundation may pay directly are employee and family travel (but not meals), the cost of moving household goods and lodging during the move. Examples of expenses paid to third party vendors, which must be processed through the USF Payroll Office, are temporary living expenses, house hunting trip expenses and meals. Please see [Moving Expenses](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=795&p_created=1018453868&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=613&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTM*&p_li=&p_topview=1) policy for more information on the taxability of employee relocation expenses.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
|  |  | Obtain appropriate departmental approvals. |
|  |  | Complete the USF Foundation Check Request/Transfer form, attaching a copy of the letter of offer or employment contract outlining the relocation agreement. |
|  |  | Submit USF Foundation Check Request/Transfer Form along with backup, including vendor invoices, to the University of South Florida Foundation Business Office (ALC 000). |
|  |  | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Employee Compensation Supplement Payments** 

Last Updated 08/07/2009 09:13 AM

**Philosophy**

To retain outstanding talent at the University of South Florida (USF) and to be competitive in the academic marketplace, it may be appropriate to use USF Foundation funds for salary supplements. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

The USF Foundation does not pay employee compensation directly, but USF Foundation funds may be transferred to USF for salary supplement provided that sufficient supporting documentation is provided. All salary supplements and other forms of employee compensation require written justification for award and approval, with the exception of awards made through an established award program. The USF Payroll Department is responsible for all policies and procedures related to USF employee compensation.

**Process**

|  |  |
| --- | --- |
| Responsible Office |  |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete Request for DSO Supplement Payment Form. |
| X |  | Obtain approval from Authorized Signer. |
| X |  | Contact USF Payroll Department to calculate amount of withholding and employer’s payroll taxes. |
| X |  | Complete USF Foundation Check Request Transfer form for the total of employee’s net payment + withholding taxes and employer’s payroll taxes obtained from the USF Payroll Department.  |
| X |  | Forward original and one copy of DSO Supplement Payment form,  approval, and USF Foundation Check Request/Transfer form to USF Foundation Business Office (ALC 100). |
|  | X | Prepare check payable to USF Payroll drawn against appropriate USF Foundation Fund. |
|  | X | Deliver check and originals of DSO Supplement Payment form and Authorized approval to the USF Payroll Department. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[DSO Supplemental Payment Form](http://usfweb.usf.edu/proced/Foundation/DSOpaymentrequest.doc)

**Cell Phone/Cell Data Service Procedure**

Last Updated 06/22/2010 09:20 AM

**Philosophy**

In order to retain outstanding talent and to be competitive in the academic marketplace, it may be appropriate to use USF Foundation funds for employee Cell phone/Cell Data Service. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

The USF Foundation pays for cost of cell phone usage or cell data service for employees whose assigned duties require use of either or both of these services. Payment will be in the form of a monthly allowance to employees for these services. This is processed through the USF Payroll Office.

Cell phone and/or cell data service allowances for an employee must be recommended by the appropriate supervisor and approved in advance by a dean or director. Approved allowances for cell phone usage, at a maximum rate of $45.00 per month per employee, will be processed via payroll, and the employee’s allowance will be subject to employment taxes and federal withholding. Approved allowances for cell data service, at a maximum rate of $40.00 per month per employee, will be processed in the same manner.

An employee may not receive reimbursement for cell phone service from a University source and a Foundation source.

The cost of purchasing a cell phone and activating or terminating cell phone services are the sole responsibility of the employee. This also applies to the cost of purchasing a cell data appliance and activating and/or terminating cell data service.

Exceptions to this procedure must be approved in advance by the USF Foundation CEO/Vice President for Advancement. The exception request must be signed by the appropriate Dean or Director.

The full text of the procedures, which includes responsibilities for deans, directors and employees, is attached.

**Auto Allowance**

Last Updated 09/08/2006 10:51 AM

**Philosophy**

In order to retain outstanding talent and to be competitive in the academic marketplace, it may be appropriate to use USF Foundation funds for employee auto allowances. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

Approval of the University President or designee is required for every automobile allowance provided to a University employee. Presidential or designee approval must be obtained in advance and placed in letter of offer. See Automobile Allowance Package for more information.

Once the letter of offer is completed and approved, the Foundation Business Office completes all monthly paperwork to generate payment to the employee until it is determine the allowance is not appropriate.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Vice President makes recommendation for automobile allowance via letter to the USF President or designee. |
|  |  | The President or designee reviews the recommendation and approves/disapproves the allowance by his/her signature. |
| X |  | The Department issues a letter of offer to the employee outlining the details of the approved auto allowance. A copy of this letter is also forwarded to the USF Foundation Business Office for inclusion in the USF Foundation records. |
|  | X | Monthly, the Foundation will transfer funds in the amount of the allowance plus employer’s FICA to SAMAS account 02-06-810-PO. Included with the transfer will be a request for payment to the employee before the end of the month in which the allowance is due. |
|  |  | USF Payroll will handle the transaction as a supplemental payroll payment. The employee’s check will be forwarded to the department in the same manner as other supplemental payroll checks. |

**Forms**

[USF Foundation Automobile Allowance Package (doc format)](http://usfweb.usf.edu/proced/Foundation/AutomobileAllowancePackage.doc)

**Leased Automobiles**

Last Updated 08/27/2009 09:11 AM

**Philosophy:**

In order to retain outstanding talent and to be competitive in the academic marketplace, it may be appropriate to use USF Foundation funds for employee leased autos. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy:**

Approval of the University President or designee is required for every leased automobile provided to a University employee. Presidential or designee approval must be obtained in advance, based on the Vice President’s written request. Please see the [USF Foundation Leased Automobile Package](http://usfweb.usf.edu/proced/Foundation/LeasedAutomobilePackage.doc) for more information.

Once the Leases Automobile Package has been completed and approved, the USF Foundation Business Office will generate monthly payments against the lease.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Vice President or designee makes recommendation to provide leased for employee via letter to the USF President. |
|  |  | The President or designee reviews the recommendation and approves/disapproves the allowance by his/her signature. |
| X |  | The Department issues a letter to the employee outlining the details of the approved leased auto agreement.  A copy of this letter is also forwarded to the USF Foundation CFO for inclusion in the USF Foundation records. |
| X | X | Employee works with USF Foundation Office to select a car and complete a lease agreement.  Foundation will forward lease to VP of University Advancement for execution.  Foundation will add leased auto to fleet policy. |
|  | X | Each month, the USF Foundation will initiate the lease payment and bill the appropriate department. |

**Forms:**

[USF Foundation Leased Automobile Package (doc format)](http://usfweb.usf.edu/proced/Foundation/LeasedAutomobilePackage.doc)

**Employee Campus Parking**

Last Updated 04/04/2006 10:30 AM

**Philosophy**

Campus parking expense for employees is a personal expense, which benefits the individual rather than the University of South Florida, and so is an inappropriate use of USF Foundation funds.

**Policy**

Under no circumstances may university parking fees or parking fines for employees be paid using USF Foundation funds.

***Fundraising Expenses***

**Business Meals and Entertainment** 

Last Updated 06/15/2009 11:03 AM

**Philosophy**

USF Foundation funds may be used to reimburse individuals for expenses for meals and entertainment incurred while conducting official University business that supports the mission of the University of South Florida (USF). All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

All expenses must be directly related to the mission of USF and evidenced by receipts and other supporting documents. All business meal and entertainment expenses to be reimbursed to a USF employee using USF Foundation funds must be pre-approved and authorized by the employee's supervisor. It is the joint responsibility of the employee and the approving officials to ensure that meal expenses are reasonable. Check request documentation must include the number of attendees, their relationship to USF and the specific benefit to USF of the expense. Check requests not so documented may not meet the IRS requirement for business expenses and will be reported to USF Payroll for inclusion on the employee's W-2 as a taxable fringe benefit. Amounts expended for meals and entertainment should be reasonable and appropriate, and attendees should be limited to those necessary to achieve the business purpose. Any expense which appears to be excessive, and all requests in excess of $50 per attendee, or in excess of $20 per attendee where only USF employees are present, must contain documented justification and will be referred to the appropriate VP for approval. Expenses for meals and entertainment for a USF employee’s spouse may be paid by the USF Foundation only if spouses of guests are also present and if it can be shown that the spouse had a clear business purpose, rather than a personal or social purpose, for providing the entertainment. The business purpose for all attendees must be clearly documented on the check request. Reimbursement requests for expenses that fall outside this policy, including expenses for spouses, will be forwarded to the appropriate VP for review and approval.

For more information see IRS Publication 463 "Travel, Entertainment, Gift, and Car Expenses". [Publication 463 Link](http://www.irs.gov/pub/irs-pdf/p463.pdf)

Business meal reimbursements made to individuals who are not employees must be addressed in the independent contractor agreement and will be recorded and paid in accordance with the signed agreement. Please see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=dXm7Ga_i&p_accessibility=0&p_redirect=&p_lva=239&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MiZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTM*&p_li=&p_topview=1). 

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Donor and Volunteer Parking Expense**

Last Updated 08/11/2009 10:15 AM

**Philosophy**

Donor relation expenses are important to a publicly assisted institution if it is to properly communicate the mission and needs of the institution to individuals who are in decision-making positions affecting the University. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

Donor and volunteer campus parking expenses that are incurred while on USF business may be paid with USF Foundation funds, provided the donor is not a USF employee or student. Off campus parking may be paid for any donor or volunteer for expenses incurred while on USF business. Payments or reimbursements amounting to $200 or more for any donor relations expense requires signatory approval of the supervisor of the person incurring the expense.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Event Supplies for Fundraising Activities**

Last Updated 03/13/2008 05:25 PM

**Philosophy**

Fundraising activities are conducted to encourage additional support to the university, and to communicate the mission and needs of the university to the community. Expenses for fundraising activities may be paid from USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and the University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

Event services expenses related to fundraising activities may be paid from USF Foundation funds. For information regarding the payment of independent contractors, such as caterers and entertainers, please see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=1M4_qD-i&p_accessibility=0&p_redirect=&p_lva=277&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTQ*&p_li=&p_topview=1).

For more information on fundraising events that may be processed through the USF Foundation, and before planning an activity or submitting any expenses, please see [USF Foundation Fundraising Events and EBAs](http://usfweb.usf.edu/proced/Foundation/USF%20Foundation%20Fundraising%20Events%20and%20EBAs.doc) to determine whether your activity is defined as an EBA. If your activity qualifies as an approved USF Foundation EBA, all related expenses will require an EBA activity code for payment, in addition to an account code.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Prior to the commencement of the activity, complete the Educational Business Activities Form, if applicable, and submit. |
|  | X | If the EBA is approved for acceptance through the USF Foundation, an EBA activity code will be assigned and the department notified. |
| X |  | As expenses are incurred, complete the USF Foundation Check Request/Transfer form, attaching the original invoice as supporting documentation. Enter the EBA code under “Activity Code.” |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[Educational Business Activities (EBA) Form](http://usfweb2.usf.edu/proced/Foundation/EBA%20form.doc)

Please note that this EBA form is approved for Foundation use only. Continue to use University approved form for University approved Educational Business Activities.

**Advertising and Brochures for Fundraising Activities** 

Last Updated 03/13/2008 05:20 PM

**Philosophy**

Fundraising activities are conducted to encourage additional support to the University and to communicate the mission and needs of the University to the community. Expenses for fundraising and activities may be paid from USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and the University of South Florida (USF) Policy as it applies to the activities of Direct Support Organizations.

**Policy**

Advertising and brochures related to fundraising events and activities may be paid from USF Foundation funds. For more information on fundraising events that may be processed through the USF Foundation, and before planning an activity or submitting any expenses, please see [USF Foundation Fundraising Events and EBAs](http://usfweb.usf.edu/proced/Foundation/USF%20Foundation%20Fundraising%20Events%20and%20EBAs.doc) to determine whether your activity is defined as an EBA. If your activity qualifies as an approved USF Foundation EBA, all related expenses will require an EBA activity code for payment, in addition to an account code.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Prior to the commencement of the activity, if applicable, complete the Educational Business Activities (EBA) Form and submit. |
|  | X | If the EBA is approved for acceptance through the USF Foundation, an EBA activity code will be assigned and the department notified. |
| X |  | As expenses are incurred, complete the USF Foundation Check Request/Transfer Form, attaching the original invoice as supporting documentation.  Enter the EBA code under “Activity Code.” |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[USF Request to Operate an Educational Business Activity (EBA)](http://usfweb.usf.edu/proced/Foundation/EBA%20Form.doc)

Please note that this EBA form is approved for Foundation use only. Continue to use University approved form for University approved Educational Business Activities.

**Tickets to Fundraising Events of Other Organizations or Units**

Last Updated 09/04/2008 01:08 PM

**PHILOSOPHY**

USF Foundation funds can be used to purchase tickets to fundraising events, including but not limited to events of charitable, educational, academic, special interest or professional organizations. The USF Foundation is a 501(c)(3) organization and is committed to appropriately stewarding donated funds as specified by our donors. As such, it is the policy of the USF Foundation to refrain from sponsoring the fundraising events of other organizations and to only purchase individual tickets to such events where there is a significant benefit in furtherance of the University's mission. As a policy, the Foundation does not purchase tables at fundraising events of other organizations.

**POLICY**

All fundraising ticket purchases must be approved **in advance** by the appropriate Associate Vice President in regards to Advancement Department. All other departments within USF required approval of the appropriate authorized signer for Foundation funds. Tickets for Associate Vice Presidents are approved by the Vice President for Advancement or designee. Any exceptions must be pre-approved by the Vice President for Advancement.

***Approval Process****:*

Development staff members are expected to secure written approval from the Associate Vice President before such events occur and to detail the clear business purpose in the request. Check Requests for ticket purchases for events (internal or external) should be submitted to the Foundation Business and Financial Services Office at least three weeks prior to the event and must state the clear business purpose for attendance at the event and must include the written approval of the Associate Vice President or Vice President.

***Internal Events*:**

Advancement staff who attend USF fundraising events or activities will not be charged that portion of a ticket that is considered to be a charitable contribution. They will only be charged the actual cost of attendance and/or meal. For example, if a USF unit is planning a fundraiser that is charging $50.00 per ticket and $25.00 may be considered a charitable contribution and $25.00 is considered actual cost, Advancement staff will be charged $25.00 per ticket to cover the actual cost.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting backup. |
| X |  | All fundraising ticket purchases must be approved in advance by the appropriate Associate Vice President for Advancement/Authorized Signer for all other USF departments. |
| X |  | Submit USF Foundation Check Request/Transfer form along with backup to the University of South Florida Business Office (ALC 100). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Event Tickets for Community Relations**

Last Updated 08/11/2009 10:12 AM

**Philosophy**

Community and donor relations are activities conducted to facilitate business relationships that support the mission of University of South Florida (USF), and to properly communicate USF mission and needs to individuals who are in decision-making positions affecting the University. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

Prior approval is required from the office of Donor Relations before any commitment is made for event tables, event tickets or season tickets. If approved, event and ticket expenses may be paid with USF Foundation funds if they are to be used for the cultivation of potential donors or other friends important to the mission of USF. For each ticket purchased, the initiating unit must maintain documentation recording the name of each person who attended and the business purpose served by their attendance. USF Foundation funds may not be used to purchase tickets for personal use or benefit.

In the case of season ticket or series subscriptions, the external use must be routine. For each ticket used, the initiating unit must maintain documentation recording the name of each person who attended and the business purpose served.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | After approval has been obtained from the Office of Donor Relations, Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting documentation. |
| X |  | Enter names of the attending employees and guests and their relationship to USF in the *Justification of Expense* section of the USF Foundation Check Request/Transfer form.  In the case of season tickets, enter a description of the planned use of the series. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Event Services for Fundraising Activities**

Last Updated 03/20/2008 11:25 AM

**Philosophy**

Fundraising activities are conducted to encourage additional support to the university, and to communicate the mission and needs of the university to the community. Expenses for fundraising activities may be paid from USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

Event services expenses related to fundraising activities may be paid from USF Foundation funds. For information regarding the payment of independent contractors, such as caterers and entertainers, please see [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=613&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTQ*&p_li=&p_topview=1).

For more information on fundraising events that may be processed through the USF Foundation, and before planning an activity or submitting any expenses, please see [USF Foundation Fundraising Events and EBAs](http://usfweb.usf.edu/proced/Foundation/USF%20Foundation%20Fundraising%20Events%20and%20EBAs.doc) to determine whether your activity is defined as an EBA. If your activity qualifies as an approved USF Foundation EBA, all related expenses will require an EBA activity code for payment, in addition to an account code.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Prior to the commencement of the activity, if applicable, complete the Educational Business Activities Form and submit. |
|  | X | If the EBA is approved for acceptance through the USF Foundation, an EBA activity code will be assigned and the department notified. |
| X |  | As expenses are incurred, complete the USF Foundation Check Request/Transfer form, attaching the original invoice as supporting documentation.  Enter the EBA code under “Activity Code.” |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[Educational Business Activities (EBA) Form](http://usfweb2.usf.edu/proced/Foundation/EBA%20Form.doc)

**Sponsorship/Acknowledgement Payments**

Last Updated 03/13/2008 03:19 PM

**USF FOUNDATION, INC.**

**SPONSOR BENEFITS THAT FIT THE GUIDELINES OF ACKNOWLEDGEMENTS**

**FOR PAYMENTS RECEIVED AFTER DECEMBER 31, 1997**

**The following are considered acknowledgment:**

Logos and slogans that don’t contain qualitative or comparative descriptions of the sponsor’s products or services

* Sponsor’s brand/trade names and product/service listings
* List of sponsor’s locations, telephone numbers or internet addresses
* Value-neutral descriptions, such as displays or pictures of sponsor’s products

Sponsors may give away product samples at an event, provided they do not include any type of sales inducement or call to action. Employees may not participate in the sample giveaway, or in any other activity related to a sponsorship. Also, acknowledgements of sponsorship payments must be related to and primarily distributed in connection with the specific event that is being sponsored.

**The following are considered advertising:**

* Price information, or indications of savings or value
* Any message, even if it would otherwise be a sponsorship, in an exempt organization periodical (for example, the Oracle or a journal)
* Endorsements of the sponsor’s product or services
* Inducements to purchase, sell or use the sponsor’s products (i.e., calls to action)
* Any qualitative or comparative language

A single message that contains both advertising and an acknowledgement is considered to be completely advertising. Advertising is considered to be UBIT and cannot be processed through the USF Foundation.

**Contributions to Other Non-Profit or Charitable Organizations**

Last Updated 03/20/2008 10:45 AM

**Philosophy**

Gifts to the USF Foundation are, by their nature, intended to support University of South Florida (USF) and its mission. Therefore, it is inappropriate to redistribute USF Foundation funds to other non-profit or charitable organizations.

**Policy**

USF Foundation funds may not be used for donations to other non-profit or charitable organizations, with the exception of donations made in lieu of sympathy flowers, and tickets and tables for community and charitable events where it is in the best interest of USF to be represented and where USF personnel actually attend the event, even though a portion of the price may qualify as a gift. See also [Sympathy Flowers and Donations Made in Lieu of Flowers](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=297&p_created=996596959&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=240&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTM*&p_li=&p_topview=1).

**Cost of Meals and Entertainment for Fundraising Activities**

Last Updated 03/20/2008 10:56 AM

**Philosophy**

Fundraising activities are conducted to encourage additional support to the university, and to communicate the mission and needs of the university to the community. Expenses for fundraising activities may be paid from USF Foundation funds. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

The cost of meals and entertainment related to fundraising activities may be paid from USF Foundation funds. If there is a charge to participants for meals, sales tax must be paid on the fair market value of those meals. For information regarding the payment of independent contractors, such as caterers and entertainers, please see Contract Services, Independent Contractors [Independent Contractors](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=239&p_created=997119186&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=297&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTQ*&p_li=&p_topview=1). For more information on fundraising events that may be processed through the USF Foundation, and before planning an activity or submitting any expenses, please see [USF Foundation Fundraising Events and EBAs](http://usfweb.usf.edu/proced/Foundation/USF%20Foundation%20Fundraising%20Events%20and%20EBAs.doc) to determine whether your activity is defined as an EBA. If your activity qualifies as an approved USF Foundation EBA, all related expenses will require an EBA activity code for payment, in addition to an account code.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Prior to the commencement of the activity, if applicable, complete the Educational Business Activities Form and submit. |
|  | X | If the EBA is approved for acceptance through the USF Foundation an EBA activity code will be assigned and the department notified. |
| X |  | As expenses are incurred, complete the USF Foundation Check Request/Transfer form, attaching the original invoice as supporting documentation. Enter the EBA code under “Activity Code.” |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[Educational Business Activities (EBA) Form](http://usfweb.usf.edu/proced/Foundation/EBA%20Form.doc)

***Travel Related***

**Travel Expenses Overview**

Last Updated 08/27/2009 08:53 AM

**Philosophy:**

USF Foundation funds may be used to reimburse individuals for expenses incurred while traveling on official University business. All such expenses paid from USF Foundation funds must be in accordance with the restrictions on the particular fund from which they are to be paid and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy:**

All travel expenses must be directly related to the business purpose of the trip and evidenced by receipts and other supporting documents. All travel to be reimbursed using USF Foundation funds must be pre-approved and authorized by the traveler's supervisor. It is the joint responsibility of the traveler and approving officials to ensure that reasonably priced lodging, airfare, meals and ground transportation are used to the maximum extent possible.

This policy applies only to business travel for the benefit of the University. For student travel for the educational benefit of the student, please see [Student Travel](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=367&p_created=998321393&p_sid=IzBU-qGj&p_accessibility=0&p_redirect=&p_lva=367&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9NzksNzkmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTM*&p_li=&p_topview=1) for exceptions or special rules that may apply to student travelers.

USF Foundation policies apply equally to USF citizens visiting foreign countries with the following exceptions: A per diem for meals in excess of the standard per diem rate may be approved for foreign travel by the appropriate Dean or Vice President. Receipts issued in foreign currency must show a computation converting the amount into U.S. dollars. Current exchange rates are available on the University Travel Department’s web page. Exceptions made for foreign travel will apply to expenses incurred beginning with the date and time of arrival in the foreign country and ending with the date and time of departure from the foreign country. The USF Foundation cannot make payments directly to any Non-Resident Alien, including those for travel reimbursements.

For more information see specific travel policies such as on [Airline Tickets](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=298&p_created=996599077&p_sid=XPQfNv_i&p_accessibility=0&p_redirect=&p_lva=607&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9MTI4JnBfcHJvZHM9JnBfY2F0cz0xMCZwX3B2PSZwX2N2PTEuMTAmcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9MQ**&p_li=&p_topview=1), [Per Diem Expenses](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=615&p_created=1008341557&p_sid=XPQfNv_i&p_accessibility=0&p_redirect=&p_lva=607&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9MTI4JnBfcHJvZHM9JnBfY2F0cz0xMCZwX3B2PSZwX2N2PTEuMTAmcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9Nw**&p_li=&p_topview=1), [Automobile Mileage for Travel](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=606&p_created=1008272564&p_sid=XPQfNv_i&p_accessibility=0&p_redirect=&p_lva=607&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9MTI4JnBfcHJvZHM9JnBfY2F0cz0xMCZwX3B2PSZwX2N2PTEuMTAmcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9MQ**&p_li=&p_topview=1) and [Lodging Expenses](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=302&p_created=996600463&p_sid=XPQfNv_i&p_accessibility=0&p_redirect=&p_lva=607&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9MTI4JnBfcHJvZHM9JnBfY2F0cz0xMCZwX3B2PSZwX2N2PTEuMTAmcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9Ng**&p_li=&p_topview=1). Please refer to the [Travel Checklist](http://usfweb.usf.edu/proced/Foundation/Travel%20Checklist.doc) for appropriate documentation for travel related expenses. Reimbursement for any other travel-related expense, or for expenses in excess of standard reimbursements, must be approved by the appropriate Vice President.

All payments in advance of the date of travel will be treated as an employee cash advance (see [Cash Advance](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=607&p_created=1008279054&p_sid=KYmp_v_i&p_accessibility=0&p_redirect=&p_lva=607&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9MTI4JnBfcHJvZHM9JnBfY2F0cz0xMCZwX3B2PSZwX2N2PTEuMTAmcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9Mg**&p_li=&p_topview=1)).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request for Travel Related Expenses, attaching the original invoices or receipts for the expense as supporting backup. |
| X |  | Submit USF Foundation Check Request for Travel Related Expenses along with backup to the University of South Florida Foundation Business Office (ALC 100). |
|  | X | USF Foundation Business Office will print check and mail to traveler. |

**Travel Other Expenses**

Last Updated: 03/16/2009 01:02 PM

**Philosophy**

USF Foundation funds may be used to reimburse individuals for expenses incurred while traveling on business that supports the mission of University of South Florida (USF). All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

All travel expenses must be directly related to the business purpose of the trip and evidenced by receipts and other supporting documents. All travel to be reimbursed using USF Foundation funds must be pre-approved and authorized by the supervisor of the traveler.

A traveler may be reimbursed for incidental travel expenses related to USF business such as tips, ground transportation and parking. Original receipts must be submitted. Where receipts for incidental items are unavailable, the traveler may be reimbursed based upon a signed statement describing the purpose and amount of the expense and the reason the receipt was not submitted.

**Process**

**STEPS TO COMPLETE PROCESS**

Complete the USF Foundation Check Request for Travel Related Expenses, attaching the original invoices or receipts for the expense as supporting documentation.

 Submit USF Foundation Check Request for Travel Related Expenses along with documentation to the USF Foundation Business Office (ALC 100).

 USF Foundation Business Office will print check and mail to payee.

[USF Foundation Check Request for **Travel** Related **Expenses** (doc format)](http://usfweb.usf.edu/proced/Foundation/Proposed%20Travel%20Form.doc)

[USF Foundation Check Request for **Travel** Related **Expenses** (rtf format)](http://usfweb.usf.edu/proced/Foundation/Proposed%20Travel%20Form.rtf)

[**Travel** Checklist](http://usfweb.usf.edu/proced/Foundation/Travel%20Checklist.doc)

**Travel Advances**

Last Updated 09/17/2008 04:29 PM

**Philosophy**

Travel advances from the USF Foundation are provided to University of South Florida (USF) employees for business travel that supports the mission of USF. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

Both the decision to extend a travel advance and the dollar amount are within the authority of the authorizing department, subject to USF Foundation guidelines. The amount of the travel advance should be calculated based on estimated travel expenses.

All individuals who receive a travel advance are responsible for repaying the travel advance or providing appropriate receipts to properly allocate the expenses within 30 days after the travel is completed. Only receipts for expenses allowable under USF Foundation policy will be accepted to clear an advance. Delinquent accounts more than 6 months old are referred to USF's General Counsel.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | **STEPS TO COMPLETE PROCESS - OBTAINING A TRAVEL ADVANCE** |
| X |  | Complete the USF Foundation Check Request/Transfer Form and the USF Foundation Cash Advance Form. Send forms together to the USF Foundation Business Office (ALC100). |
|  | X | The USF Foundation will review cash advance requests to determine if an individual has outstanding or unsettled advances. The USF Foundation reserves the right to deny any advance request if there are unsettled advances by the same individual. |
|  | X | The USF Foundation will print the check and mail it to the payee. A receivable will be recorded in the recipient’s name for the amount of the check. |
| X |  | Any transactions submitted to the USF Foundation Business Office that affect a cash advance (i.e. payment, adjustments, etc.) must include the check number of the original advance. The employee is responsible for recording this number so that it is available when communicating with the USF Foundation regarding the advance. |
|  |  | SETTLING (CLEARING) A TRAVEL ADVANCE |
| X |  | Complete the USF Foundation Check Request for Travel Related Expenses. Attach supporting receipts. |
| X |  | If total of receipts is equal to or greater than the original travel advance, indicate so and forward Check Request to the USF Foundation Business Office (ALC 100). |
| X |  | If total of receipts is less than the original travel advance, the amount of the difference is due to the USF Foundation from the employee. Complete a USF Foundation Deposit Transmittal Form and attach employee’s payment.  Forward Check Request and Deposit Transmittal with payment to the USF Foundation Business Office (ALC 100). |
|  | X | USF Foundation staff will make the necessary entries to clear the advance from Foundation records and issue a check to employee if an amount is due. |
|  |  |  |
|  |  | DELINQUENT TRAVEL ADVANCES |
|  | X | Travel advances will be strictly monitored by USF Foundation staff. A cash advance report will be forwarded to the Accountable Officers and Deans or Directors of each fund with outstanding cash advances. |
| X |  | A cash advance is delinquent after the end of the month in which it is due. Within 15 days after month-end the accountable officer will be responsible for sending a delinquent notice letter to the delinquent cash advance recipient. One copy of this letter should be forwarded to the USF Foundation and another copy kept on file in the department. |
| X |  | Within 30 days after month-end, the accountable officer should ensure that the cash advance is satisfied by cash payment or itemized receipts. All payments on delinquent accounts must be in the form of a money order, cashier’s check or cash and must include the check number of the original advance. |
|  | X | If the cash advance remains unsatisfied after 6 months from the report date, the Executive Vice President or CFO of the USF Foundation will forward accounts to USF’s General Counsel. The Office of the General Counsel will initiate the appropriate formal steps to collect delinquent loans, which may include payroll deductions if currently employed by USF. |

**Forms**

[University of South Florida Foundation, Inc. Cash Advance Form](http://usfweb.usf.edu/proced/Foundation/cashadvance.doc) [USF Foundation Check Request for Travel Related Expenses](http://usfweb.usf.edu/proced/Foundation/TRAVELFM.Doc) [USF Foundation Deposit Transmittal](http://usfweb.usf.edu/proced/Foundation/Deposit.Doc)

**Per Diem Expenses**

Last Updated 02/20/2008 02:41 PM

**Philosophy:**

USF Foundation funds may be used to reimburse individuals for expenses incurred while traveling on official University business. All such expenses paid from USF Foundation funds must be in accordance with the restrictions on the particular fund from which they are to be paid and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy:**

All travel expenses must be directly related to the business purpose of the trip. All travel to be reimbursed using USF Foundation funds must be pre-approved and authorized by the traveler's supervisor. ***Foundation does not reimburse per diem for lodging or incidentals, those travel expenses are only reimbursed by receipts.***

**Per Diem Rates for Domestic Travel:**

Domestic travelers will be paid meal allowances pursuant to FS112.061(6)(a-c) as follows:

Breakfast $6

Lunch $11

Dinner $19

Total for day $36

There is currently no meal or Flat Per Diem reimbursement for one day travel not involving an overnight stay.

(Exception: If traveling over 50 miles, Foundation office knows that travelers will be stopping to eat so as long as there is an original receipt and a justification that supports USF business and the Foundation account it will be acceptable).

Travel to Non-contiguous (Hawaii and Alaska) and US Possession (Puerto Rico and the Virgin Islands) destinations will be paid meal allowances pursuant to FS112.061(6)(a-c) in the same manner and under the same rates as domestic travel.

Statutory changes will not impact current foreign travel rules and policies.

International Foreign travel will continue to be paid pursuant to allowances provided by the [GSA](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request for Travel Related Expenses. |
| X |  | Submit USF Foundation Check Request for Travel Related Expenses along with documentation to the USF Foundation Business Office (ALC 100). |
|  | X | USF Foundation Business Office will print check and mail to payee. |

**Forms**

[USF Foundation Check Request for Travel Related Expenses (doc format)](http://usfweb.usf.edu/proced/Foundation/Proposed%20Travel%20Form.doc)

[USF Foundation Check Request for Travel Related Expenses (rtf format)](http://usfweb.usf.edu/proced/Foundation/Proposed%20Travel%20Form.rtf)

**Meals Entertainment and Travel for an Employee's Spouse Family Members or Personal Guests **

Last Updated 12/12/2007 10:30 AM

**Philosophy**

The USF Foundation does not normally pay for meals for the spouse or family members of an employee. However, at times it may be necessary, or in the interest of the University of South Florida (USF), for employees to conduct business during a meal and for an employee’s family member to attend. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

Meals, entertainment or travel expenses provided by the USF Foundation for an employee’s spouse, family member or personal guest are taxable income to the employee when there is no clear business purpose for the spouse's attendance. A Vice President may approve the request for payment from Foundation funds for expenses of this type, however, the expenses must be reported to the USF Payroll Office so that the employee’s record is noted properly and any appropriate payroll taxes can be withheld.

If the official duties of the employee require extensive and unique contact with the public on behalf of the University such as development, alumni and community relations (and because their spouses make an important contribution to the success of these events), the USF Foundation may reimburse expenses incurred for the spouse's meals, entertainment or travel if both of the following conditions are met:

* The spouse attends and contributes to the official function. This requires that the spouses of the university's guests are expected to be present at the event or function.
* The purpose of the meals, entertainment or travel expenses incurred is fully documented and the activities of the spouse relating to the university business are specifically outlined for each event or function on the USF Foundation Check Request/Transfer Form.

Attendance at a departmental employee group activity to which family members have been invited may be paid by the USF Foundation tax-free provided that the cost of the meal is insubstantial and the expense is infrequent.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Before trip, complete form "Request for Spousal and Family Travel". Then, submit to the Foundation Office of Business and Financial Services for review. |
| X |  | Submit Foundation Check Request/Transfer form along with documentation to the USF Foundation Office of Business and Financial Services (ALC 100). |
| X |  | If there is a business purpose for the family member's attendance, include a complete explanation in the "justification of expense" section of the Check Request/Transfer Form. |
|  | X | If necessary, the Foundation Office of Business and Financial Services will forward information to the USF payroll Department for inclusion on employee's payroll record and proper payroll tax treatment. |
|  | X | Foundation Office of Business and Financial Services will print check and mail it to the vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form](http://usfweb.usf.edu/proced/Foundation/Proposed%20Travel%20Form.doc)

[USF Foundation Request for Spousal and Family Travel](http://usfweb.usf.edu/proced/Foundation/Spousaltravelform.doc)

**Lodging Expenses**

Last Updated 03/20/2008 11:30 AM

**Philosophy**

USF Foundation funds may be used to reimburse University of South Florida (USF) employees for expenses incurred while traveling on business that supports the mission of USF. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

All lodging expenses must be directly related to the business purpose of the trip and evidenced by receipts and other supporting documents. All travel to be reimbursed using USF Foundation funds must be pre-approved and authorized by the supervisor of the traveler. It is the joint responsibility of the traveler and approving officials to ensure that reasonably priced lodging is used to the maximum extent possible.

Lodging accommodations should be reserved in advance at reasonably priced facilities. Lodging accommodations as part of a conference, convention or professional meeting are reimbursable at actual cost to the traveler. A traveler may not claim reimbursement for lodging for overnight travel within 50 miles of his or her headquarters or residence. Reimbursement of lodging expenses will be based upon actual costs. Reimbursement will be based on single occupancy only, unless the room is shared with another traveler on USF business. USF Foundation funds cannot be used to pay for lodging expenses for spouses or family members. The traveler is responsible for canceling hotel reservations when a trip is cancelled or the dates change. The traveler is personally liable to the hotel for any charges or penalties resulting from failure to give proper notice of cancellation.

Please see [Student Travel](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=367&p_created=998321393&p_sid=pIzcUa_i&p_accessibility=0&p_redirect=&p_lva=613&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTY*&p_li=&p_topview=1) for exceptions or special rules that may apply to student travelers.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request for Travel Related Expenses, attaching the original invoices or receipts for the expense as supporting documentation. |
| X |  | Submit USF Foundation Check Request for Travel Related Expenses along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail to payee. |

**Forms**

[USF Foundation Check Request for Travel Related Expenses](http://usfweb.usf.edu/proced/Foundation/TRAVELFM1.DOC)

**Automobile Rental**

Last Updated 03/16/2009 01:10 PM

**Philosophy**

USF Foundation funds may be used to supplement available state funds to reimburse individuals for expenses incurred while traveling on business that supports the mission of University of South Florida (USF). All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

All expenses must be directly related to the business purpose of the trip and evidenced by receipts and other supporting documents. All travel to be reimbursed using USF Foundation funds must be pre-approved and authorized by the supervisor of the traveler. It is the joint responsibility of the traveler and approving officials to ensure that reasonably priced ground transportation is used to the maximum extent possible.

Via the State of Florida, USF has entered into a contract with Avis Rent A Car for the rental of cars to employees traveling on necessary business. If a traveler rents a car from an agency other than Avis, the USF Foundation will reimburse up to the amount stipulated on the contract with Avis. The traveler must obtain the original receipt from the car rental company at the time the car is returned. Reimbursement is limited to the cost of a compact or sub-compact car. An exception to the rule is allowed when the automobile is shared with other travelers on University business, resulting in a cost savings to the USF Foundation.

Please see [Student Travel](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=367&p_created=998321393&p_sid=G71Wza_i&p_accessibility=0&p_redirect=&p_lva=239&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MiZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTE*&p_li=&p_topview=1) for exceptions or special rules that may apply to student travelers. 

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request for Travel Related Expenses, attaching the original invoices or receipts for the expense as supporting documentation. |
| X |  | Submit USF Foundation Check Request for Travel Related Expenses along with documentation to the USF Foundation Business Office (ALC 100). |
|  | X | USF Foundation Business Office will print check and mail to payee. |

**Forms**

[USF Foundation Check Request for Travel Related Expenses (doc format)](http://usfweb.usf.edu/proced/Foundation/Proposed%20Travel%20Form.doc)

[USF Foundation Check Request for Travel Related Expenses (rtf format)](http://usfweb.usf.edu/proced/Foundation/Proposed%20Travel%20Form.rtf)

[Travel Checklist](http://usfweb.usf.edu/proced/Foundation/Travel%20Checklist.doc)

**Automobile Mileage for Travel**

Last Updated 03/13/2008 03:15 PM

**Philosophy**

USF Foundation funds may be used to supplement available state funds to reimburse individuals for expenses incurred while traveling on official University business. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

All expenses must be directly related to the business purpose of the trip and evidenced by receipts and other supporting documents. All travel to be reimbursed using USF Foundation funds must be pre-approved and authorized by the supervisor of the traveler.

A traveler may use his or her own automobile when it is in the best interest of USF. The traveler will be reimbursed .445 cents per mile for the official map mileage between cities, or the contracted airfare, whichever is less. A record of miles must be accurately maintained and shown on the reimbursement request. Whenever possible, mileage between cities should be obtained from the state’s map mileage chart. When traveling to the airport the traveler is authorized to claim mileage from the official headquarters or the home of the traveler, whichever is less. All travel connected with official business of the University must be by the most direct route. If a person travels by an indirect route for convenience, the extra cost must be borne by the traveler. No repairs, maintenance or fines for violation of the law will be reimbursed.

A record of miles must be accurately maintained and shown on the reimbursement request or an attached log. Whenever possible, mileage between cities should be obtained from the state’s map mileage chart. When traveling to the airport the traveler is authorized to claim mileage from the official headquarters or the home of the traveler, whichever is less.

Gas receipts for personal or leased vehicles will not be reimbursed with Foundation funds. The only exception will be for rental vehicles used strictly for business purposes.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request for Travel Related Expenses. For each trip, include the points of origin and destination and the mileage between, indicating whether actual or map mileage has been used. Multiply the total miles by mileage rate (.445) and enter the amount due on the reimbursement request. A separate mileage log may be submitted in place of the calculation on the reimbursement request, provided all required information is included. |
| X |  | Submit USF Foundation Check Request for Travel Related Expenses to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail to payee. |

**Forms**

[USF Foundation Check Request for Travel Related Expenses](http://usfweb.usf.edu/proced/Foundation/TRAVELFM1.DOC)

**Student Travel**

Last Updated 03/22/2010 03:57 PM

**Philosophy**

Scholarship support for students is a prime focus of USF Foundation fundraising and directly supports the University of South Florida (USF) and its mission. At times, student travel is of benefit to USF or a desirable enhancement to the student’s university experience. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy**

The method of payment of student travel is determined by the purpose of the travel, and may be classified as either scholarship support or an ordinary business travel expense.

If the purpose of the travel is of sole benefit to the student, the cost of the travel is considered scholarship support for the student and should be processed via the USF Foundation Scholarship Distribution Request Form. See [Student Scholarships](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=794&p_created=1018445122&p_sid=Gg3kTw_i&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTY*&p_li=&p_topview=1).

If the student’s travel benefits USF or a USF department, cost of the travel is considered an ordinary business travel expense. In order to be classified as business travel the student travel must meet one of four criteria: professional development, increased USF visibility, USF student participation benefiting USF, or academic or research enhancement for the benefit of USF. Requests that meet one of these criteria should be processed via the USF Foundation Check Request for Travel Related Expenses. See [Travel Expenses](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=794&p_created=1018445122&p_sid=Gg3kTw_i&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTY*&p_li=&p_topview=1). The check request “justification of expense” should include the business purpose and benefit to USF of the trip.

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[USF Financial Aid Payment Request Form](http://usfweb.usf.edu/proced/Foundation/USF%20Financial%20Aid%20Payment%20Request%20Form.xls)

***Celebrations/Gifts***

**Holiday Celebrations**

Last Updated 12/01/2010 12:01 PM

**Philosophy**

Employee group activities can have a positive impact on staff productivity. Expenses for these activities may be paid with USF Foundation funds if departmental policies regarding group activities are reasonable and equitably applied. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the particular fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

Expenses for employee holiday celebration expenses require the approval of the University President, Provost, or the appropriate Vice President, Dean or Director. When the Dean or Director’s Office initiates the expenses, the approval of the appropriate Vice President will also be required. Officers contemplating such expenses are advised to seek appropriate departmental approval prior to incurring the expense.

The total maximum allowable expense to be paid from USF Foundation funds for employee holiday celebrations $20 per attendee. Any amount in excess of $20 per attendee will require Vice Presidential approval. Expenses for the attendance of donors and other friends of the university, employee guests and professional colleagues may also be paid insofar as their attendance is appropriate, at the discretion of the approving official.

Allowable expenses for holiday celebrations include food, beverages and decorations. For information on gifts to individual employees, please see [Employee Non-Cash Awards](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=369&p_created=998409081&p_sid=sCAB8x_i&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTM*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Event Party Budget Form and attach to every request pertaining to the Holiday party. |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching receipts including sales tax as supporting documentation and budget form completed above. Include tax in the amount requested for reimbursement. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 100). |
|  | X | USF Foundation Business Office will print check and mail it to payee. |

**Forms**

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[USF Event Budget Form (doc format)](http://usfweb.usf.edu/proced/Foundation/USF%20Event%20Budget%20Form.doc)

**Staff Retirement and Farewell Events**

Last Updated 12/01/2010 11:57 AM

**Philosophy**

Employee group activities can have a positive impact on staff productivity. Expenses for these activities may be paid with USF Foundation funds if departmental policies regarding group activities are reasonable and equitably applied. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and the University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

Expenses for staff, retirement, or farewell events requires the approval of the University President, Provost, or the appropriate Vice President or Dean. When the Dean’s Office initiates the expense, the approval of the appropriate Vice President will also be required. Officers contemplating such expenses are advised to seek appropriate departmental approval prior to incurring the expense. To aid organizational units in monitoring the level of expenditures, a summary of Employee Group Activity expenditures will be reported to appropriate Vice President’s Office at each fiscal year end. Media requests for information received by the USF Foundation Office may be forwarded to the appropriate departmental office for response.

The suggested guideline for food, drink, and supplies for such events is $15 to $20 per guest. Any amount in excess of $20 per guest will require Vice Presidential approval. Expenses for the attendance of university personnel outside the departing employee’s department, donors and other friends of the university, and professional colleagues may also be paid at the discretion of the approving official. However, total expenditures and the number of invited guests should be based on some consideration of the length and level of the departing employee’s service to the University of South Florida.

Allowable expenses for staff, retirement or going away events includes food, beverages, space rental, entertainment and decorations. For information on farewell gifts or other gifts to individual employees, please see the USF Foundation Policy on [Employee Non-Cash Awards](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=369&p_created=998409081&p_sid=ziC23rGj&p_accessibility=0&p_redirect=&p_lva=276&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9NSw1JnBfcHJvZHM9JnBfY2F0cz0xMCZwX3B2PSZwX2N2PTEuMTAmcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9MSZwX3NlYXJjaF90ZXh0PWVtcGxveWVlIG5vbi1jYXNo&p_li=&p_topview=1).

**Process**

| **Responsible Office** |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting documentation. |
| X |  | Complete the USF Event Party Budget Form and attach to every check request pertaining to the event |
| X |  | Include the departing employee’s name, position, department, and number of attending guests and their relationship to USF in the “Justification of Expense” section of the USF Foundation Check Request/Transfer form. |
| X |  | Obtain the appropriate Vice President, Dean or Director approval. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 100). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[USF Event Budget Form (doc format)](http://usfweb.usf.edu/proced/Foundation/USF%20Event%20Budget%20Form.doc)

**Secretaries/ Administrative Support Professional's Day**

Last Updated 12/01/2010 10:45 AM

**Philosophy:**

Employee group activities can have a positive impact on staff productivity. Expenses for these activities may be paid with USF Foundation funds if departmental policies regarding group activities are reasonable and equitably applied. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the particular fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy:**

Expenses for administrative staff appreciation celebrations require the approval of the University President, Provost, or the appropriate Vice President, Dean or Director. When the Dean or Director’s Office initiates the expenses, the approval of the appropriate Vice President will also be required. Officers contemplating such expenses are advised to seek appropriate departmental approval prior to incurring the expense.

The total maximum allowable expense to be paid from USF Foundation funds for employee appreciation celebrations is $20 per attendee. Any amount in excess of $20 per attendee will require Vice Presidential approval.

Allowable expenses for staff appreciation celebrations include food, beverages and decorations. For information on gifts to individual employees, Please see [Employee Non-Cash Awards](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=369&p_created=998409081&p_sid=Gg3kTw_i&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTM*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Event Party Budget Form and attach to every check request pertaining to the event |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching receipts including sales tax as supporting documentation. Include tax in the amount requested for reimbursement. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 100). |
|  | X | USF Foundation Business Office will print check and mail it to payee. |

**Forms**

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[USF Event Budget Form (doc format)](http://usfweb.usf.edu/proced/Foundation/USF%20Event%20Budget%20Form.doc)

**Gift Cards & Gift Certificates**

Last Updated 01/15/2008 06:06 PM

**PHILOSOPHY**

USF Foundation funds may be used to reimburse individuals for expenses incurred that support the mission of University of South Florida (USF). All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**POLICY:**

IRS Publication 525, Taxable and Nontaxable Income, and IRS Reg. 1.132-6(c) state the provision of any cash or cash equivalent such as a gift certificate or gift card are never excludable as a de minimis fringe benefit, thus must be included in the gross income of the recipient of the gift card/certificate. A voucher that may only be redeemed for one particular item may be considered non-cash and is tax-exempt as a de minimis benefit. Whether a voucher is equivalent to cash depends on all the facts and circumstances and must be reviewed by Foundation staff prior to purchase.  Gift cards or certificates redeemable at a store selling a significant variety of items such as Target, Publix, Wal-Mart, the USF Bookstore, a restaurant, etc. are considered a taxable benefit.

Therefore, USF Foundation funds may not be used to purchase gift cards or certificates, unless the following information is obtained on the recipient of the gift card/certificate IN ADVANCE and submitted along with the check request for payment:

For each gift card/certificate:

1. Recipient’s name

2. Recipient’s social security number (SSN) or if a USF employee their Employee ID

3. Business Purpose of the distribution of the gift card to the recipient.

The USF Foundation will submit this information to the USF Payroll Department if the recipient is a USF employee. If the recipient is not an employee this information will be retained for 1099-Misc. reporting purposes.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPTorDO | FDN | STEPS TO COMPLETE PROCESS |
| X |  | For Vouchers obtain approval from the USF Foundation Accounts Payable Supervisor for treatment as a tax-exempt de minimis benefit prior to purchase of vouchers. |
| X |  | For purchases of gift cards/certificates obtain recipient’s SSN or Employee ID at time of distribution. |
| X |  | Complete Check Request/Transfer form and attach appropriate supporting documentation: Original receipts are required for purchase of gift cards/certificates or vouchers. If purchase is for taxable gift cards /certificates attach recipient’s tax information for each card purchased. Reimbursement requests will not be processed without recipient information if considered taxable. |
|  | X | Review information submitted by the department to determine if sufficient to complete processing. |
|  | X | For gift cards/certificates distributed to USF employees provide tax information to the USF Payroll Department. |
|  | X | For gift cards/certificates distributed to non-USF employees maintain tax information for 1099-Misc. reporting.  Issue 1099-Misc. as appropriate. |

For more detailed information, please refer to the USF PRIZE & AWARD PROCESS [USF PRIZE & AWARD PROCESS](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=1001&p_created=1066835974&p_sid=qwi-XRVi&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPSZwX3NvcnRfYnk9JnBfZ3JpZHNvcnQ9JnBfcm93X2NudD03MjUmcF9wcm9kcz0mcF9jYXRzPSZwX3B2PSZwX2N2PSZwX3NlYXJjaF90eXBlPWFuc3dlcnMuc2VhcmNoX25sJnBfcGFnZT0x&p_li=&p_topview=1)

**Flowers and In Lieu of Flowers**

Last Updated 12/10/2007 12:08 PM

**Philosophy**

An institutional show of support during times of illness and bereavement recognizes and strengthens a bond between University of South Florida (USF) and the community. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the particular fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

USF Foundation funds may be used to purchase flowers for bereavement in the death of an employee, a friend/donor of the University, or a family member of an employee (spouse, children, parents, grandparents, and siblings). In addition, flowers may be purchased for the hospitalization or serious illness of a USF employee, friend/donor of the University or family member thereof. Flowers purchased for any circumstance other than listed above must be purchased by the Vice President, Provost, or President as goodwill or public relations within the USF community.

A donation to a charitable organization in lieu of flowers may be made in memory of the deceased. Donations to any organization in lieu of flowers must not exceed $100 per occurrence.

Purchases of flowers, for the purposes stated above, for a USF employee, donor, or friend of the University must not exceed $75 per occurrence and requires the signature approval of the appropriate level of authority.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting documentation. |
| X |  | Include the name of the person who is ill or deceased and his/her relationship to USF in the Justification of Expense section of the USF Foundation Check Request/Transfer form. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Birthday Celebrations** 

Last Updated 06/14/2006 10:48 AM

**Philosophy**

USF Foundation funds may not be used for expenses that benefit any individual, rather than the University of South Florida (USF). Employee or USF student birthday celebrations are a personal expense, do not support the mission of USF, and are an inappropriate use of USF Foundation funds.

**Policy**

USF Foundation funds may not be used to pay for an individual employee’s birthday or USF student celebration, including cakes, gifts or other related items.

***Awards***

**Employee Cash Award Programs**

Last Updated 11/29/2010 12:58 PM

**Philosophy**

USF has established several employee cash award programs that support the mission of University of South Florida (USF) by recognizing an employee’s extraordinary achievement. All such expenditures paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

The USF Foundation does not pay employee awards directly, but USF Foundation funds may be transferred to USF to cover the cost of employee cash awards given through USF Cash Award programs. The University President or designee must approve all employee cash award programs, including the selection process. The USF Payroll Department is responsible for all policies and procedures related to USF employee compensation.

**Process**

|  |  |
| --- | --- |
| Responsible Office |  |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
|  |  |  |
| X |  | Contact USF Payroll Department to insure all USF Payroll Department requirements is met, and to calculate amount of withholding and employer’s payroll taxes. |
| X |  | Complete the Direct Support Organization Supplement Payment Form. |
| X |  | Complete the USF Foundation Check Request/Transfer form for the total of employee’s net payment + withholding taxes and employer’s payroll taxes obtained from the USF Payroll Department. Payee should be USF Account Number 02-06-810-PO. |
| X | X | Include the recipient’s name and the circumstances of the gift or award in the Justification of Expense section of the USF Foundation Check Request/Transfer form. |
| X | X | Forward original and one copy of DSO Supplement Payment Form, and USF Foundation Check Request/Transfer form to USF Foundation Business Office (ALC 100). |
| X | X | USF Foundation Business Office will print check to transfer funds and deliver it to the USF Payroll Department. |
|  |  | The USF Payroll Department will process payment to the employee or the vendor within the normal processing timeframe (normally 4-6 weeks). |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Employee Non-Cash Awards**

Last Updated 08/27/2009 09:04 AM

**Philosophy**

Gifts and awards to individual University of South Florida (USF) employees are not ordinarily an appropriate expenditure of USF Foundation funds. However, under certain circumstances, it may be conducive to the mission of USF to recognize an employee’s extraordinary achievement with non-cash awards. All such expenditures paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and USF policy as it applies to the activities of Direct Support Organizations.

**Policy**

Awards and gifts of appreciation to employees should be limited to those recognizing outstanding achievement, completion of a special project or a contribution to USF significantly above and beyond an employee’s ordinary duties. The achievement or project should be in direct support of the overall mission of USF. All non-cash related employee gifts and awards must be approved by the appropriate Vice President, Dean or Director. A non-cash award is an item of personal property. Gift Certificates are considered cash gifts.

USF Foundation funds can be used to pay for such non-cash gifts and awards. The correct method of payment, either directly through the USF Foundation or through the USF Payroll Department, is determined in accordance with the USF Award Payment Questionnaire before incurring expense for a gift or award to an employee. The initiator should refer to this document.

For instructions for processing gifts of cash, gift certificates or other cash equivalents see [Employee Cash Award Programs](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=104&p_created=1000906225&p_sid=g7zT4rGj&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9NCw0JnBfcHJvZHM9JnBfY2F0cz0xMCZwX3B2PSZwX2N2PTEuMTAmcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9MSZwX3NlYXJjaF90ZXh0PWVtcGxveWVlIGNhc2ggYXdhcmQ*&p_li=&p_topview=1).

**Process**

|  |  |
| --- | --- |
| Responsible Office |  |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Review the USF Award Payment Questionnaire to determine tax implications of the gift or award. |
| X |  | Contact USF Payroll Department to insure all USF Payroll Department requirements is met. |
| X |  | Complete the USF Foundation Check Request/Transfer form, including the recipient’s name and the circumstances of the gift in the Justification of Expense section of the USF Foundation check Request/Transfer form |
| X |  | Submit USF Foundation Check Request/Transfer form along with receipts as documentation, to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check to transfer funds and deliver it to the USF Payroll Department. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

[USF Award Payment Questionaire](http://usfweb.usf.edu/proced/Foundation/Awardquestionaire11-00.doc)

**ACCOUNTS RECEIVABLE**

**General Procedures for Acceptance of Gifts and Revenues**

Last Updated 04/11/2006 10:23 AM

**Philosophy**

The USF Foundation is the legal conduit for the acceptance of gifts that benefit the University of South Florida (USF). The USF Foundation may accept gifts and revenues that further the USF mission in accordance with donor restrictions, IRS regulations, and USF policy as it relates to Direct Support Organizations. Such gifts will be administered in accordance with FAS requirements.

**Policy**

The USF Foundation may accept gifts in the form of cash, checks, credit card authorizations, securities, gifts in kind, real property, matching gifts, planned giving instruments, pledges receivable and State of Florida matching gifts. The USF Foundation will also accept gifts and revenues associated with events that have been approved for the USF Foundation by the USF Educational Business Activity Committee. These events may include auctions, award events, community and dinner events, golf tournaments and raffles.

Gifts may be accepted if they support the mission of USF, and if they qualify as gifts in accordance with Internal Revenue Service regulations. For an amount to be classified as a gift, the donor must relinquish control of the future use of the gift to the USF Foundation, which is a qualifying non-profit organization under IRS Code Section 501(c) (3). The USF Foundation will acknowledge all gifts with an appropriate tax receipt. In the case of gifts to the USF Foundation that provide a substantial return benefit to the donor (quid pro quo), the receipt will indicate the amount of benefit to the donor that is not tax deductible. Gifts from companies, foundations or other business entities must be accompanied with a letter from that organization indicating that the amount is a gift.

The USF Foundation and the USF Division of Sponsored Research have signed an agreement that describes the circumstances under which a grant is considered the equivalent of a gift. The USF Foundation only accepts grants that qualify as gifts under this agreement. All other grants, contracts and revenues for services rendered will not be accepted at the USF Foundation and must be deposited in the appropriate USF account.

**Process**

The department should determine which type of gift or revenue is being offered to the USF Foundation, and should follow the procedures as described in the appropriate COMPASS policy. For some types of gifts, additional restrictions may apply for acceptance and administration.

**Foundation (USF) Deposit Form**

Last Updated 06/10/2010 09:17 AM

This process lists Foundation (USF) Forms related to deposits.

[Deposit Form (excel format)](http://usfweb.usf.edu/proced/Foundation/DT%20excel.xls)

**Gift Processing - General**

Last Updated 05/04/2006 04:23 PM

**Philosophy**

The USF Foundation is the official legal conduit to accept, administer and distribute gifts for the University of South Florida (USF). In its fiduciary capacity, it collects, records and maintains information on gifts received and deposited to USF Foundation funds.

**Gifts in Kind and Other Non-Cash Gifts**

Last Updated 04/09/2010 09:55 AM

**Philosophy**

The USF Foundation is the legal conduit for the acceptance of gifts that benefit the University of South Florida (USF). The USF Foundation may accept non-cash gifts if the item can be used to support the University mission of education, research, and public service.

**Policy**

The USF Foundation will accept approved non-cash gifts if they support the mission of USF, and if they qualify as gifts in accordance with Internal Revenue Service regulations. For an amount to be classified as a gift, the donor must relinquish control of the future use of the gift to the USF Foundation, which is a qualifying non-profit organization under IRS Code Section 501(c) (3). The USF Foundation will acknowledge all gifts with an appropriate tax receipt.

Non-cash gifts may be considered a gift in kind, gift of service, gift of real estate or a stock gift. Please see separate policies for gifts of real estate and stock gifts. Gifts in Kind are donations of tangible personal property, whose value is derived from its physical existence, and are considered tax deductible donations by the IRS. Examples of tangible personal property include automobiles, books, equipment, office supplies, etc. Gifts of Service are donations of professional or personal services, which are not allowable by the IRS as a charitable contribution. Although gifts of service are not tax deductible, they may be accepted for recognition purposes if they support the mission of the University, however, no tax receipt will be issued.

A recommendation for acceptance of a non-cash gift may be made by Deans, Directors, Department heads, or other authorized officers. Non-cash gifts will be accepted by the Foundation President or designee. A recommendation for acceptance is made using the USF Foundation Gift in Kind/Gift of Service Acceptance Form.

Documentation must be submitted with the Gift in Kind/Gift of Service Acceptance Form to support the valuation placed on the gift. Acceptable forms of documentation include inventory price list, invoice from the vendor, published or catalog value, etc. If the value of the item is greater than $500 and the donor wishes to take a tax deduction IRS Form 8283 must be completed. If the value of the item is over $5,000 a qualified appraisal is required by the IRS.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Acknowledge Donor inquiry regarding non-cash gift within 24 hours. |
|  | X | For questionable non-cash gifts, contact Associate Director of Audit, Tax and Reporting to make appropriate determination between gifts in kind versus gift of service for tax purposes. Assoc. Director will acknowledge and respond to inquiry within 48 hours. |
| X |  | Complete USF Foundation Gift in Kind/Gift of Service Acceptance Form, IRS Form 8283, if applicable, and forward with basis for valuation, title if applicable, and all related information to the USF Foundation Business Office. Notify Foundation if donated tangible item is intended to be sold. Acceptance Form with appropriate signatures and supporting documentation should be forwarded to the Business Office within 30 days of receipt of the non-cash gift. |
|  | X | Review intended gift documentation and determine if gift appears appropriate. Documentation will be reviewed within 48 hours. If gift includes title transfer, USF Foundation Business Office will coordinate acceptance with appropriate USF office. |
|  | X | Sign USF Foundation Gift in Kind/Gift of Service Acceptance Form. Sign Form 8283 if applicable. |
|  | X | Send documentation of gift to Central Records to record and receipt the gift. Central Records will Process non-cash gift within 5 business days of receipt from Business Office. |
|   | X | Gift in Kind Clearing account is reviewed monthly and appropriate entry and property letters, if applicable, are completed to transfer items to the University if the University will maintain property records and liability for them. |
| X |  | Contact Associate Director of Audit, Tax and Reporting if a donated tangible item is intended to be sold. Obtain approval if a sales price is less than fair market value recorded. |
|  | X | If sale takes place within 3 years of the date of gift complete IRS Form 8282 and send to the IRS and donor. |

**Capitalized Assets (Transferred to State)**

Last Updated 03/20/2008 10:33 AM

**Philosophy**

The acquisition and maintenance of equipment and capital assets may be required to carry out the mission of the University of South Florida (USF). All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid and must comply with IRS regulations and USF Policy as it applies to the activities of Direct Support Organizations.

**Policy**

Office, computer, medical and other specialized equipment may be purchased with USF Foundation funds. A capital item is any individual tangible item with a cost of $1,000 or more, or, in the case of books, with a cost of $250 or more. When deemed necessary by the appropriate Dean or Vice President, capital assets may be purchased with USF Foundation funds. Ownership of these assets will, in most cases, be transferred to USF. Exceptions must be approved by the President or CFO of the USF Foundation.

All contracts which commit USF Foundation funds for the purchase of equipment must be reviewed and executed by the President or CFO of the USF Foundation prior to the equipment purchase. See [Contract Services: Overview](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=240&p_created=997119697&p_sid=dXm7Ga_i&p_accessibility=0&p_redirect=&p_lva=229&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PTI6MSZwX3Jvd19jbnQ9ODQmcF9wcm9kcz0mcF9jYXRzPTEwLDEyMSZwX3B2PSZwX2N2PTIuMTIxJnBfc2VhcmNoX3R5cGU9YW5zd2Vycy5zZWFyY2hfbmwmcF9wYWdlPTI*&p_li=&p_topview=1).

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Before purchase, forward any proposed contract to USF Foundation Business Office (ALC 000) for review. |
|  | X | The USF Foundation President or designee forwards contract to legal department for review and executes contract, which is then returned to initiating department. |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original contract (if a contract exists) and invoice, as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |
|  | X | The USF Foundation CFO will determine whether to capitalize the purchase or transfer ownership of the item to the state. |
|  | X | When item is to be transferred to the state, a letter of transfer is completed and forwarded to the USF Property Department. Upon review and acceptance, the USF Property Department visits the department and places a property tag on the item. |
|  | X | Whether the item is capitalized on the USF Foundation’s books, or transferred to the state, the USF Foundation Business Office makes the necessary journal entries to record the transaction. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**Gift of Securities**

Last Updated 03/13/2008 05:03 PM

**Philosophy**

The USF Foundation may accept gifts of securities. Such gifts will be accepted, invested and sold in accordance with donor restrictions and Internal Revenue Service regulations. Sale proceeds from gifts of securities will be used to support the USF mission, and related transactions will be recorded in accordance with FAS requirements.

**Policy Statement:**

The USF Foundation will accept approved gifts of securities and sell such securities in a timely manner. Gifts of securities will be accepted by the Chief Financial Officer. To complete security sales, the Foundation will work with the donor(s) broker, USF Foundation brokers and the USF investment custodian. Gifts will be valued as of the date of donation in accordance with IRS rules and the amount will be placed in a USF Foundation fund in accordance with donor intent. Any gain or loss upon disposition of the gift will be absorbed by the Foundation. The date of the donation is when the donor transfer ownership to the Foundation. This occurs when securities are transferred to a USF Foundation account or the USF Foundation investment custodian. Once the USF Foundation takes control of the gift of securities they will be sold by the Foundation broker or investment custodian as timely as possible. Any gain or loss upon disposition of the securities will be absorbed by the Foundation.

**Process**

|  |  |
| --- | --- |
| Responsible Office |  |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Contact the Sr. Accountant – Investments for the proper Foundation account number to transfer securities**.** |
| X |  | Notify Sr. Accountant - Investments of gift. This is typically the only form of donor identification and without this information the securities cannot be sold by the Foundation’s broker. At a minimum report the donor name (including whether the donor’s company or family member is transferring the securities, if applicable) and the type of securities. |
|  | X | Contact development officer to confirm knowledge of gift and donor intent. Notify via email all parties involved in the transaction, including department and Gift Processing, and ask all parties to provide any missing information. |
|  | X | If transaction is being handled by donor(s) broker, contact broker(s) involved and explain USF Foundation security transfer policy. Contact USF custodian to coordinate transfer of either securities or cash with broker. If broker plans to sell securities, transfer securities first to USF Foundation broker account. |
|  | X | If donor is sending securities or stock power, inform donor of requirements of transferring securities directly to Foundation. Send Irrevocable Stock or Bond Power to donor. Once securities and other documents are received, take to USF custodian for safekeeping, transfer and sale of securities. |
|  | X | Once gift date is confirmed, notify USF custodian in writing of sale instructions. Custodian will, in turn, notify Foundation of value as of date of transfer. |
|  | X | Complete accounting transactions. |
|  | X | Notify Dean or Director and Development Officer in writing. |

**Forms:**

Gift of Securities Transfer instructions Form - contact Senior Accountant – Investments

**Gifts of Restricted Securities**

Last Updated 09/06/2006 09:59 AM

**Philosophy**

The USF Foundation may accept gifts of securities that carry certain restrictions. Such gifts will be accepted, invested and sold in accordance with donor restrictions and Internal Revenue Service regulations. Sale proceeds from gifts of restricted securities will be used to support the USF mission, and related transactions will be recorded in accordance with FAS requirements.

**Policy**

The USF Foundation may accept approved gifts of restricted securities and sell such securities as allowed by the restrictions. Acceptance of gifts of restricted securities must be approved in advance by the Associate VP for Business and Finance. To complete restricted security sales, the USF Foundation will work with the donor(s) broker and the USF investment custodian. Gifts will be valued as of the date of donation and the amount will be recorded in a USF Foundation fund in accordance with donor intent. Any gain or loss upon disposition of the gift will be absorbed by the Foundation.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Notify Sr. Accountant Investments at the Foundation Business Office. |
|  | X | Contact development officer to confirm knowledge of gift and donor intent.  Notify via email all parties involved in the transaction, including department and Gift Processing, and ask all parties to provide any missing information. |
|  | X | Contact USF custodian to coordinate transfer of restricted securities with broker.  |
|  | X | If donor is sending restricted securities or stock power, inform donor of requirements of transferring securities directly to Foundation.  Send Irrevocable Stock or Bond Power to donor.  Once restricted securities and other documents are received, take to USF custodian for safekeeping and transfer of securities. |
|  | X | Once gift date is confirmed, notify USF custodian in writing of sale instructions upon release of restrictions.  Custodian will, in turn, notify Foundation of value as of date of transfer. |
|  | X | Complete accounting transactions. |
|  | X | Notify Dean or Director and Development Officer in writing. |

**Forms:**

Gift of Securities Transfer Instructions - Contact Senior Accountant for Investments

**Gift of Real Estate**

Last Updated 05/09/2006 11:31 AM

**PHILOSOPHY**

The USF Foundation is the legal conduit for the acceptance of gifts that benefit the University of South Florida (USF). The USF Foundation may accept gifts of real property that are intended for resale or for future use by the USF Foundation or USF. Such gifts will be accepted and related transactions will be conducted in accordance with donor restrictions, Internal Revenue Service regulations, and USF policy as it relates to Direct Support Organizations. Such gifts will be administered in accordance with FAS requirements.

**POLICY**

Gifts of real property may be accepted if they support the mission of USF and meet appropriate standards for acceptance. These standards are concerned with the expenses of acquiring and maintaining the real property, any related income streams, environmental studies, status of title to the real property, and other relevant information as deemed appropriate. Gifts of real property must qualify as gifts in accordance with Internal Revenue Service regulations. For an amount to be classified as a gift, the donor must relinquish control of the future use of the gift to the USF Foundation, which is a qualifying non-profit organization under IRS Code Section 501(c) (3). The USF Foundation will acknowledge all gifts with an appropriate tax receipt.

All proposed gifts of real property must be reviewed in advance by the USF Foundation Gift Acceptance Committee (GAC). The following information must be provided to the committee for review to make a determination as to whether to recommend the acceptance or rejection of the proposed gift of real property to the Foundation CEO or the Foundation Board of Trustees, as applicable. This information includes, but is not limited to,

1. qualified independent appraisal of the property,
2. Site Visit Analysis,
3. Gift of Real Property Information Sheet which identifies both environmental and financial risks associated with the property,
4. findings from the environmental review or Phase I audit, if applicable, and
5. copy of the deed and other survey or relevant documents.

It is the policy of the Foundation that any taxes, insurance, mortgage payments, and all other holding and carrying costs incurred by the Foundation while the real property is liquidated will be reimbursed to the Foundation immediately as incurred from the college or unit. If necessary, the Foundation may be reimbursed from the sale price of the real property.

For special types of acquisitions, such as, property valued less than $25,000, bargain sales, real property given through charitable remainder trusts or annuities, please contact the office of the CFO at (813) 974-1801.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Contact the Executive Director of Gift Planning for donor development and gift planning strategies (proposals and solicitations) related to real estate. |
|  | X | The Executive Director of Gift Planning and Foundation CFO work with the Development Officer and donor to obtain the following information:* Real Property Information Sheet
* Site Visit Analysis
* Environmental Review
* Appraisal
* Title Information
 |
| X |  | Submit the above information to the Gift Acceptance Committee (GAC) for determination of acceptance. If determined as an acceptable gift by the GAC, obtain approval from USF Foundation CEO if gift requires related expenses less than of $500,000. If gift requires related expenses in excess of $500,000, obtain approval from USF Foundation Board of Trustees or Executive Committee. |
|  | X | Forward to legal counsel for handling and title transfer. |
|  | X | After title has successfully transferred, complete USF Foundation Gift in Kind/Gift of Service Acceptance Form. Sign Form 8283 if applicable. |
|  | X | Send documentation of gift to Central Records to record and receipt the gift. Central Records will Process non-cash gift within 5 business days of receipt from Business Office. |
| X |  | Contact CFO if a donated tangible item is intended to be sold. Obtain approval if a sales price is less than fair market value recorded. |
|  | X | If sale takes place within 2 years of the date of gift complete IRS Form 8282 and send to the IRS and donor. Complete necessary accounting transactions |

**Forms**

[Real Property Information Sheet (doc format)](http://usfweb.usf.edu/proced/Foundation/Real%20Property%20Information%20Sheet.doc)

**Donated Automobiles**

Last Updated 08/27/2009 09:11 AM

**Philosophy**

In order to retain outstanding talent and to be competitive in the academic marketplace, it may be appropriate to accept donated automobiles for the use of USF employees. All such donations accepted by the USF Foundation must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

Approval of the University President or designee is required for every donated automobile provided for use by a University employee. Presidential or designee approval must be obtained in advance, based on the Vice President’s written request. The Vice President for University Advancement must approve in advance solicitations of automobiles due to the impact of such action on University fundraising priorities. See [USF Foundation Donated Automobile Package](http://usfweb.usf.edu/proced/Foundation/DonatedAutomobilePackage.doc) for more information.

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Department obtains approval of the VP of University Advancement prior to soliciting donated autos. |
| X |  | Vice President makes recommendation to provide donated auto for employee via letter to the USF President. |
|  |  | The President or designee reviews the recommendation and approves/disapproves the donated auto by his/her signature. |
| X |  | The Department issues a letter to the employee outlining the details of the approved donated auto. A copy of this letter is also forwarded to the USF Foundation CFO for inclusion in the USF Foundation records. |
|  | X | USF Foundation adds donated auto to fleet policy. |

**Forms:**

[USF Foundation Donated Automobile Package (doc format)](http://usfweb.usf.edu/proced/Foundation/DonatedAutomobilePackage.doc)

**Donor Relations**

Last Updated 08/11/2009 10:13 AM

**Philosophy**

Donor relation expenses are essential to a publicly assisted institution if it is to properly communicate the mission and needs of the institution to individuals who are in decision-making positions affecting the university. All such expenses paid from USF Foundation funds must be in accordance with donor restrictions on the specific fund from which they are to be paid, and must comply with IRS regulations and University of South Florida (USF) policy as it applies to the activities of Direct Support Organizations.

**Policy**

Donor relation expenses may be paid with USF Foundation funds.

Payments or reimbursements amounting to $200 or more for donor relations expense require signatory approval of the supervisor of the person incurring the expense. All expenses must be in accordance with the specific restrictions and intent of the specific fund from which the expense is to be paid. 

**Process**

| Responsible Office |  |
| --- | --- |
| DEPT | FDN | STEPS TO COMPLETE PROCESS |
| X |  | Complete the USF Foundation Check Request/Transfer form, attaching the original invoice or receipts for the expense as supporting documentation. |
| X |  | Submit USF Foundation Check Request/Transfer form along with documentation to the USF Foundation Business Office (ALC 000). |
|  | X | USF Foundation Business Office will print check and mail it to vendor. |

**Forms**

[USF Foundation Check Request/Transfer Form (rtf format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.rtf)

[USF Foundation Check Request/Transfer Form (doc format)](http://usfweb.usf.edu/proced/Foundation/FoundationCheckRequest.doc)

**SCHOLARSHIPS**

**Scholarships – General**

Last Updated 11/23/2009 04:41 PM

**Philosophy**

The USF Foundation is the official legal conduit to accept, administer and distribute gifts for the University of South Florida (USF). In its fiduciary capacity, it collects and maintains information on the requirements for scholarships distributed from USF Foundation funds.

**POLICY STATEMENT**:

# To ensure compliance with all federal and state regulations, all scholarship awards must be disbursed through a student's account at the University. Therefore, the USF Foundation will not disburse scholarships directly to students or a 3rd party other than USF on behalf of a student. Units awarding scholarships must submit a Scholarship Payment Request Form to the USF Financial Aid Office. Scholarship Payment Request Forms must be signed by an authorized signer who, in addition to approving the award, is also certifying that the award conforms to donor intent. After distributions to students each semester the USF Financial Aid Office submits a Reconciliation Report to the USF Foundation for reimbursement of scholarship payments made on behalf of the Foundation. The Foundation will initiate a transfer to USF for the scholarship awards based on the Reconciliation Report.

For assistance with completing a Scholarship Payment Request form please visit the USF Financial Aid **website** [**http://usfweb2.usf.edu/finaid/**](http://usfweb2.usf.edu/finaid/)**.**

**PLEASE NOTE:** A Foundation authorized signer must sign the Scholarship Payment Request. A list of Foundation fund authorized signers can be accessed through BANNER or the USF Foundation Reports on the USF eportal.

If the payment or award is made to a student and involves travel please refer to the Foundation's policy on [Student Travel](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=367&p_created=998321393&p_sid=QtRrz4Bj&p_accessibility=0&p_redirect=&p_lva=824&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9MTcsMTcmcF9wcm9kcz0mcF9jYXRzPTAmcF9wdj0mcF9jdj0mcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9MSZwX3NlYXJjaF90ZXh0PVN0dWRlbnQgdHJhdmVs&p_li=&p_topview=1) and the University's tax manager's policy on [Processing Procedures for Payments of Student Travel and Educational Expenses](http://compass.custhelp.com/cgi-bin/compass.cfg/php/enduser/std_adp.php?p_faqid=1075&p_created=1149776346&p_sid=kshRD4Bj&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9MTcsMTcmcF9wcm9kcz0mcF9jYXRzPTAmcF9wdj0mcF9jdj0mcF9zZWFyY2hfdHlwZT1hbnN3ZXJzLnNlYXJjaF9ubCZwX3BhZ2U9MSZwX3NlYXJjaF90ZXh0PXN0dWRlbnQgdHJhdmVs&p_li=&p_topview=1) to ensure the payment is treated properly as a scholarship distribution or an expense reimbursement (non-taxable working condition fringe benefit)

Only payments to USF for financial aid can be made from scholarship funds. Payments for plaques or scholarship related events must be paid from a departmental operating fund unless these payments are specifically documented by the donor in the purpose of the scholarship fund.

For assistance with determining the amount available to award please utilize the Scholarship Application available under USF Foundation Reports on the USF portal. Please contact the USF Foundation Scholarship Administrator for further questions.

**OTHER**

**Training Materials**

Last Updated 11/30/2010 12:52 PM

This process lists USF Foundation Training Materials related to processing USF Foundation transactions.

**Process**

[Cash Report Training](http://usfweb.usf.edu/proced/Foundation/Cash%20Report%20Training.pdf)

[Banner 7 Training](http://usfweb.usf.edu/proced/Foundation/Banner%207%20Training_FINANCE%20User%20Manual.doc)

[EBA Form Instructions](http://usfweb.usf.edu/proced/Foundation/EBA%20Form%20Instructions.doc)

[EBA Form](http://usfweb.usf.edu/proced/Foundation/EBA%20Form.doc)

[General Expenditure Guidelines](http://usfweb.usf.edu/proced/Foundation/USF%20Foundation%20General%20Expenditure%20Guidelines.doc)

[Accounts Payables Account Codes](http://usfweb.usf.edu/proced/Foundation/AP%20Account%20Codes.xls)

[Cash Report Training](http://usfweb.usf.edu/proced/Foundation/Cash%20Report%20Training.doc)

Additional USF Foundation training materials on subjects such as Spending Money in Funds, Setting up Funds, and USF Foundation Investments are under construction and will be coming soon. If you have a specific question, please go to 'Ask a Question' on the home page.

**Foundation Contact List and Organizational Chart**

Last Updated 03/15/2010 02:23 PM

USF Foundation Office of Business and Financial Affairs

**Process**

[BFS CONTACT LIST](http://usfweb2.usf.edu/proced/Foundation/FBO%20CONTACT%20LIST%20%282%29.doc)

[BFS ORGANIZATIONAL CHART](http://usfweb2.usf.edu/proced/Foundation/BFS%20org%20chart.pdf)

**BANNER ID and Form**

Last Updated 06/15/2009 11:27 AM

**Philosophy**

The Banner database contains confidential information about persons and businesses associated with the University of South Florida (USF) which may be accessed only by authorized persons conducting USF business. To maintain the integrity and confidentiality of the data, this information may only be accessed in accordance with donor restrictions and USF policy as it applies to activities of Direct Support Organizations.

**Policy**

The USF Foundation has the authority to grant access to the ALUM instance of Banner to University employees with a 'need to know' policy. Banner access in the ALUM instance is granted to new employees, employees changing departments, and employees whose duties change to warrant such access, where access to USF Foundation Finance and/or Alumni records is required.

To obtain Banner Access please contact DIR\_ADV\_OPERATIONS@admin.usf.edu. Please note you must have security access to Banner to access the USF Foundation Cash Activity Report on the USF portal.

**Customer Service Assessment Survey**

Last Updated 04/07/2006 10:00 AM

**Philosophy**

The University of South Florida Foundation aids and promotes excellence in the educational, research, and service activities of USF by seeking, receiving, and administering private gifts for the benefit of the University. We recognize that all our customers are entitled to high-quality service effectively and efficiently, in response to their needs. This has been recognized in our vision statement in the Office of Business and Financial Services:

Accept, administer, and manage private gifts to achieve the maximum benefit to USF within donor wishes and regulatory and legal requirements while building and projecting a positive image of the Foundation through education and training.

**Policy**

There is a clear presumption that our service will progressively improve as we gain more experience and insights on how to better serve our customers. Please complete the attached Customer Service Assessment Survey to provide feedback on our service and provide suggestions for improvement. Surveys can be returned via Campus mail directly to Melanie Duke, Foundation Office of the CFO, ALC 100.