

## How to Access Foundation Program Funds

The Seattle Colleges Foundation (SCF) is a separate 501(c)3 organization, and its monies are held independently of college dollars and accounting structures. As such, an IDC (Interdepartmental Charge/Credit) cannot be used to access monies held by the SCF. This document was designed to outline the process by which college divisions and departments can access donor-designated monies held by the SCF.

There are two kinds of general accounts held by the SCF: program support and scholarship. The dollars in these accounts are designated by donors for specific purposes or restrictions, and can only be used accordingly. Funds are available at the discretion of the division or department dean or director and/or the area vice president. Faculty and staff should check with their dean or director prior to any expenditure, which may require a request for funds.

### There are three methods for accessing program funds:

*Note: Once a check request is received by the SCF, reimbursement is processed as soon as possible. All methods for accessing program funds require a Check Request Form.*

#### 1. Reimbursement to the College:

- a. The division or department makes a purchase, payment, or order from their college budget number.
- b. A Check Request Form is submitted to the SCF, with all relevant receipts, signatures, and backup documentation.
- c. The SCF issues a check to the college to reimburse the division or department budget number.

#### 2. Reimbursement to an individual:

- a. An individual, with authorization from the appropriate dean or director, makes a purchase on behalf of the department or division, using personal funds (credit card, check, or cash).
- b. The individual submits a Check Request Form to the SCF, along with all relevant receipts, signatures, and backup documentation.
- c. The SCF issues a check to reimburse the individual directly. The SCF is not responsible for any accrued interest on credit cards or any additional costs or fees associated with the charge.

#### 3. Payment on behalf of a division or department:

- a. The division or department contracts with a third-party (outside vendors, College Food Services, etc.) for goods or services and receives an invoice, statement, or bill.
- b. A Check Request Form is submitted to the SCF, with all relevant receipts, signatures, and backup documentation.
- c. The SCF issues a check to pay the third-party on behalf of the division or department.

***UNDER NO CIRCUMSTANCES should the SCF be billed/invoiced directly by the third-party.***

A valid five-digit SCF fund number is also needed to complete a check request. The SCF generates annual reporting of available program dollars; it is the division or department's responsibility to ensure that they do not overspend their program account. Should a check request be for a value over that of the available dollars, it will be returned to the division or department for adjustment. If a division or department is unsure of what project number to use or how much they have remaining in their project account, they should contact the SCF well in advance of completing any paperwork.

#### Notes:

- Checks over \$5,000 will require additional time to process.
- Forms should be completed on a PDF and signed with a live signature or through DocuSign.
- All receipts must be attached in order for the form to be processed.
- Receipts not received by June 30 of the current fiscal year may be subject to a delay in reimbursement.