

How to Access Foundation Program Funds

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.

Program Support dollars are accessed by completing a Check Request Form via DocuSign, and are generally issued on a reimbursement basis. Program support includes but is not limited to professional development, equipment purchases, special projects, or marketing. Refer to individual fund agreements for specific fund restrictions.

There are four methods for accessing program funds:

Note: Reimbursement occurs on a monthly basis for individuals and on a quarterly basis to the college.

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 to a college budget ahead of service

- a. The division or department contracts with a third-party and receives a contract or invoice for goods or services that will take place in the future or over a set period of time, and there is a compelling reason for the SCF to transfer the contracted amount to the college budget before the service is provided.
- b. A Check Request Form is submitted to the SCF, with all relevant documentation and signatures.
- c. The SCF issues a check to the college to transfer the appropriate funds to the division or department budget number.
- d. The division or department then pays the contractor directly per the terms of the agreement.

4. 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.

This process will be paperless, and all check requests will be submitted through DocuSign. See the Check Request Process document for more information.

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.

Foundation Check Request Process for Requestor

The Check Request Form is utilized to reimburse program charges covered by the appropriate program fund agreement.

Step-by-Step Process

1. Obtain Check Request Form through DocuSign.
 - DocuSign is an online system that provides electronic signature services. Using this program, we will be to provide security and efficiency to the check request process. For additional support, contact your designated campus program manager.
2. Route/assign the form to receive a minimum of two of the following signatures:
 - Dean or Director (required)
 - Vice President or President (required)
 - Business Office (if food and travel expenses)
3. Scan all appropriate supporting documents onto DocuSign as attachments. Supporting documents may include invoices, receipts, Purchase Requisition, Liquid/Light Refreshment Form, W-9 (if payment to individual or business over \$600).
4. Fill-out all assigned areas of the form.
5. Once the “requestor” submits the form, it will automatically route to the next signers until the form is completed.
6. Once the form has obtained all necessary signatures and approvals, a confirmation email will be sent to notify that the request has been completed. Upon receiving this email from DocuSign, allow 30 days for the check to be processed.
7. Reimbursement checks will be distributed by your campus program manager on a monthly basis for employees or programs within the Seattle Colleges. Reimbursement checks for external individuals and businesses will be directly distributed through mail by the Seattle Colleges Foundation.

Notes

- *If a check is needed by a specific date, directly contact the designated campus-specific Seattle Colleges Foundation program manager.*
- *Checks over \$5,000 will require additional time to process.*
- *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.*
- *Program funding can only be used for food/refreshments if that was the original donor intent.*
- *Reimbursements will be processed monthly for individuals and quarterly for divisions/departments.*

For additional support, please contact your campus program manager:

Seattle Central College

Robin Armstrong, (2BE4180), robin.armstrong@seattlecolleges.edu, 206.934.5491

North Seattle College

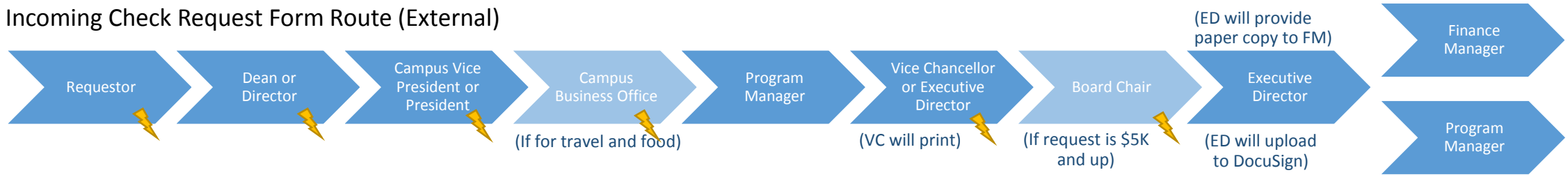
Brian Rucci, (CC2355D), brian.rucci@seattlecolleges.edu, 206.934.4718

South Seattle College

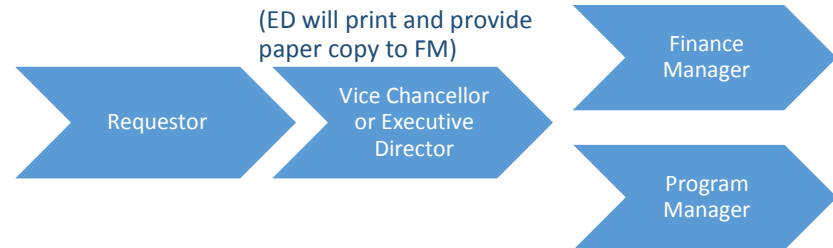
Christine Consolacion, (RSB-01E), christine.consolac1@seattlecolleges.edu, 206.934.6616

Check Request Form Routing and Process

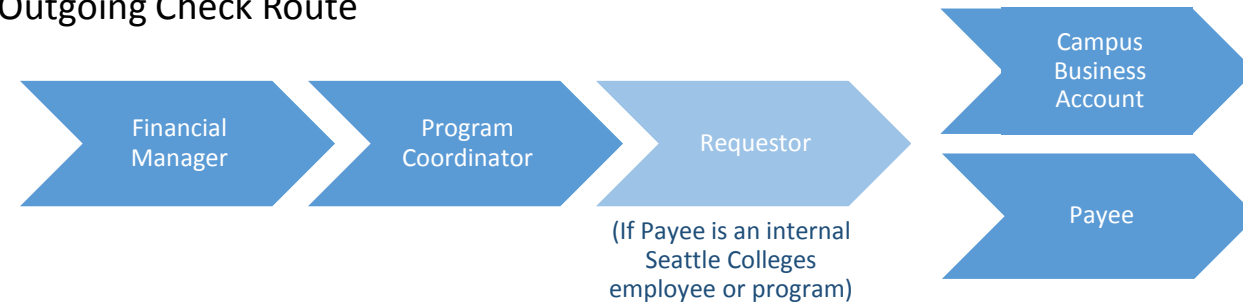
Incoming Check Request Form Route (External)



Incoming Check Request Form Route (Internal)



Outgoing Check Route



 Signers