How to work with the NAU Foundation
Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Foundation</td>
<td>1</td>
</tr>
<tr>
<td>Foundation Staff</td>
<td>2</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>3</td>
</tr>
<tr>
<td>NAU Foundation Terminology</td>
<td>4</td>
</tr>
<tr>
<td>Access to Online Reports</td>
<td>5-7</td>
</tr>
<tr>
<td>How to - Signature Authorization Form</td>
<td>8-10</td>
</tr>
<tr>
<td>How to - Account Application</td>
<td>11-16</td>
</tr>
<tr>
<td>How to - Check Request</td>
<td>17-19</td>
</tr>
<tr>
<td>How to - Deposit Cash &amp; Checks</td>
<td>20-23</td>
</tr>
<tr>
<td>How to - Deposit Credit Cards</td>
<td>24-26</td>
</tr>
<tr>
<td>How to - Gift in Kind Foundation</td>
<td>27-29</td>
</tr>
<tr>
<td>How to - Gift in Kind University</td>
<td>30-32</td>
</tr>
<tr>
<td>How to - Scholarship Request</td>
<td>33-40</td>
</tr>
</tbody>
</table>
About the NAU Foundation

The Northern Arizona University Foundation, Inc. exists for the sole purpose of supporting the University. The Foundation operates under the IRS non-profit code: 501(C)(3) status and is managed by a Board of Directors. All contributions to NAU are managed by the Northern Arizona University Foundation, Inc. Our non-profit status assures donors that their gifts will be used for the specified purposes of the gift, and distinguished from state funds.

Vision

The vision of the Northern Arizona University Foundation, Inc. is to develop a culture of philanthropy to meet the private resource needs of NAU in its pursuit of access and excellence in education, research and outreach for the public good.

Mission

The mission of the Northern Arizona University Foundation, Inc. is to promote the University’s mission, enhance its recognition, and foster private investment in it by creating and nurturing meaningful relationships.

Strategic Intent

Our strategy is to provide leadership for meaningful initiatives that build a broad base of constituents, long-term loyalty, and financial support from students, alumni, colleagues, parents, friends, corporations, foundations, and other organizations.

Donor Privacy Policy

The Northern Arizona University Foundation adheres to the Donor Bill of Rights, a document created by the Council for Advancement and Support of Education, and the American Association of Fundraising Professionals. As a donor or prospective donor, you have the right to be informed, ask questions and be assured your information is handled with respect and confidentiality. We respect the privacy of our donors and are committed to the highest standards of ethics and integrity in all fundraising efforts.
We do not sell or give information about our donors to anyone outside of Northern Arizona University.
To publicly recognize and thank donors for their generosity, we publish an annual Report to Donors that includes a list of donor names in qualifying giving society levels. Individuals who wish to remain anonymous for this publication purpose should contact the office of University Advancement at [928] 523-2036

Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization’s mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization’s governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organizations most recent financial statements.
4. To have assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.
## Foundation Staff

### President

Mason Gerety  
PO Box 4086  
Flagstaff, AZ 86011  
928-523-7355  
Mason.Gerety@nau.edu

### Associate Vice President

Cheryl Heitz  
PO Box 4094  
Flagstaff, AZ 86011  
928-523-3711  
Cheryl.Heitz@nau.edu

### Fiscal Operations Manager

Kelly Robertson  
PO Box 4094  
Flagstaff, AZ 86011  
928-523-2017  
Kelly.Robertson@nau.edu

### Accounting Specialist

Mary Kate Wolter  
PO Box 4094  
Flagstaff, AZ 86011  
928-523-3984  
MaryKate.Wolter@nau.edu

For current listing of development officers, click on the following link:  
http://www.advancement.nau.edu/staff_dev.shtml
Frequently Asked Questions

1. **What does the Foundation consider Revenue** - If you can answer yes to the following questions then you should deposit the revenue with the Foundation.
   1. Is the transaction purely philanthropic in nature – does the person or organization giving the money receive no guaranteed benefit in return?
   2. Are you completing a reconciliation for your special event and submitting it to the Foundation so that the proceeds are properly reported in the fundraising section of the require IRS form 990?

   Examples of Foundation revenue are - Special event fund raising, monies not considered a gift. For more detailed information see the Foundation Special Event Policy.

   Click here to go to Special Event Application

2. **How do I get reports?**
   The Foundation reports can be found on the Foundations web page under “Foundation fund accounts” click on the sign in to your Foundation fund account. You will need a login to view the reports. You will see a page with Foundation Fund Accounts and a listing of Divisions. You can double click on the area you would like to receive the reports for, this will take you to the log in page. After you have logged in you will the Foundation reports. If you do not have a login you can complete the access form (found under Foundation Fund Accounts) and return to the Foundation IT department at Box 4094.

3. **When will we find out about the current years payout amount?**
   The payout is usually posted around the middle to end of February of each year.

4. **Do I need to do a check request to move money from one fund to another?**
   No you do not need to do a check request if you have authorization for the fund and moving the money is in keeping with the donors requirements you can send a memo or email to the Foundation staff and it will be added it to the journal entries to be done for that month.

5. **What is the difference between a Foundation Gift in Kind and a University Gift in Kind?**
   A Foundation gift in kind is a donation of a tangible piece of property that would be used in fundraising, for a special event. Such as gift cards or other items used in fund raising donations. A University gift in kind is a donation of a tangible piece of property that will be used by the University or department. It is not used for fund raising.

6. **How do I make a stock donation?** See the NAU Foundation website for detailed information.
   [http://nau.edu/giving/NAU-Foundation/](http://nau.edu/giving/NAU-Foundation/) go to How to Give. Under the Give Now heading click on Stock Transfer.
NAU Foundation Terminology

Fund - A fund is your account at the Foundation

Endowment - These are funds established by a donor as an endowment. The original corpus of gifts to the fund must remain intact in perpetuity. However any payout may be spent according to Board guidelines within the purpose restriction prescribed by the donor.

Endowments are restricted funds and each endowment has two parts the Principal and the income.

Income/Expendable - The income or expendable is where the earnings or the payout is held. Money in the income can be used for scholarships or expenses as outlined in the LOU.

Principal/Non Expendable - The principal or non expendable is where the gift donations are held and accumulated. This money can not be spent but must be held intact in perpetuity. Market value gain or loss is calculated on the amount of units held in the principal.

Restricted/Non Endowed Scholarships - Non Endowed or Expendable funds are established by the donor and/or an academic unit for the purposes of scholarships. Gifts are restricted for this purpose.

Restricted/Non Endowed Program - Non Endowed or Expendable funds are established by an academic unit. For the purposes of supporting a specific program.

Quasi-Endowed - These are funds that have not reached the endowment level.

Discretionary - These are funds that are not restricted by a specific purpose. They are usually set up for the general benefits of a department or chair.

LOU - Letter of Understanding. This documentation sets up the endowed or quasi endowed fund. These funds will receive an annual payout if at the endowed level.

LOA - Letter of Agreement. This documentation is generally for donor directed activity.

Payout - This is the annual earnings of the principal. The payout is calculated each year in late February. The payout will not be posted until 6/30 of each year, and are available for the following year scholarships.
Instructions on how to request access to NAUF Online Reports

1. You will need to go to the Foundations website, scroll down to the bottom of the page.

   university and operates as a public charity under the IRS non-profit code 501(c)(3). The NAU Foundation manages all private contributions to the university. The NAU Foundation specifically works to:
   - promote the university's mission
   - enhance its recognition
   - foster private investment from a broad base of constituents
   - develop a culture of philanthropy
   - make excellent education accessible to all
   - make high quality research possible
   - encourage outreach for the public good

   The Foundation is managed by a board of directors, and our non-profit status means that all gifts will be used for the specified purposes of the gift and distinguished from state funds.

   NAU Foundation Board
   Meet the board members who oversee the Foundation; or if you are a board member, find resources.

   Donor privacy policy and Bill of Rights
   See your rights as a donor and how we keep your information safe.

   From the Foundation President
   Read a letter from Mason Gerey, President of the NAU Foundation.

   Foundation fund accounts
   Sign in to your Foundation fund account.

2. Click on the – sign in to your Foundation Fund account.
3. You will then need to click on the “access form” this will bring up the form.

4. Complete the form and send to Michael Ahkeah in the Foundations IT department box 4094. Below is an example of the Access Request form when you click on the link it will bring you to the form in word where you can print it out or fill it in.
**Authorization form for access to NAU Foundation and University Advancement reports**

**Confidentiality Policy for Fund Report Access**

The Northern Arizona University Alumni/Donor database contains biographic and philanthropic information on University donors, alumni and friends and is maintained exclusively for purposes related to Alumni Relations and University Advancement programs. Donor information in the form of lists, labels, and computer storage media and reports is available only to authorized university representatives in support of approved activities. It is the responsibility of the Administrator (President, Vice-President, or Dean) requesting information and the individual whom the information is provided to maintain the confidentiality of that information. Each request for access is covered with a confidentiality statement. Fund report information is not available to groups or individuals for any other use.

I have read and understand the Confidentiality Policy for Fund Report Access and agree to operate within the restrictions outlined above.

Signature of person requesting access:

**Please check the appropriate box for the reporting area(s) you are requesting access to:**

**Academic Affairs (AF)**
- All Academic Affairs
- Centers
- Provost
- Undergraduate Studies
- Alumni Relations (AR)
- Arts & Letters (AL)
  - All Arts & Letters
  - Arts
  - Centers
- Athletics (AT)
- Climate Library (CL)
- Education (ED)
  - All Education
  - Centers
- Engineering & Natural Sciences (EN)
  - All Engineering & Natural Sciences
  - Centers
  - Engineering
  - Forestry
  - Natural Sciences
- Enrollment Management & Student Affairs (EMSA)
- Foundation Funds (FF)

**Frankie College of Business (BC)**
- All Frankie College of Business
- Business
- Centers
- Hotel & Restaurant Management
- Health & Human Services (HH)
- Health Professions
- Nursing
- Information Technology (IT)
- KNAU (KT)
- Off Campus (OC)
- President's Office (PO)
- All President's Office
- Centers
- Classified Staff Advisory Council
- Research (RS)
- Student Financial Aid (SF)
- Social & Behavioral Sciences (SBS)
- All Social & Behavioral Sciences
- Centers
- Communications
- Social & Behavioral Sciences
- Yuma (YU)

Initiator of Access (must be President, Vice President, or Dean)
Instructions on how to fill out NAUF Account Signature Authorization Form

1. **Account Name**: This is the name of the fund
2. **Allocation #**: This is the fund number that was assigned by the Foundation. Usually four numbers
3. **Account Signers**: Print the name of the individuals who are responsible for signing check requests then those individuals should sign their name. Enter the effective date.
4. **Expenditures**: Do you want to set up a limit on the expenditure amount? Any check requests submitted over this limit would need to be approved by the Department Chair, Dean or Director.
5. **Approved by**: Print the name of the Department Chair, have them sign and date
6. **Approved by**: Print the name of the Dean/Director, have them sign and date

[Click here to go to Account Signature Authorization form]
ACCOUNT
SIGNATURE AUTHORIZATION

1
Account Name: ___________________________ Allocation #________

Expenditures from the above account may be approved by any one of the following signers:

3
Account Signers (names printed): Signature: Effective Dates:

________________________________________

________________________________________

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If you would like to establish expenditure limits please complete the following:

4
Expenditures of more than $______________ must also be approved by (please specify: Department Chair, Dean, or Director): ____________________________

Approved by:

5
Name Printed – Department Chair Signed Effective Dates

6
Name Printed – Dean/Director Signed Effective Dates

A new form must be completed for additions or deletions.
**Account Name:** Earth Science Scholarships  **Allocation #** 1234

Expenditures from the above account may be approved by any one of the following signers:

<table>
<thead>
<tr>
<th>Account Signers (names printed)</th>
<th>Signature</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Robertson</td>
<td></td>
<td>11/5/XX</td>
</tr>
<tr>
<td>Sky Blue</td>
<td></td>
<td>11/5/XX</td>
</tr>
<tr>
<td>Micky Mouse</td>
<td></td>
<td>11/5/XX</td>
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If you would like to establish expenditure limits please complete the following:

Expenditures of more than $ 500.00 must also be approved by (please specify: Department Chair, Dean, or Director): Grey Cloud

**Approved by:**

<table>
<thead>
<tr>
<th>Sky Blue</th>
<th>Name Printed – Department Chair</th>
<th>Signed</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>11/5/XX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grey Cloud</th>
<th>Name Printed – Dean/Director</th>
<th>Signed</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>11/5/XX</td>
</tr>
</tbody>
</table>

A new form must be completed for additions or deletions.
Instructions on how to fill out NAUF Account application

1. **Date of Request**: Use the date you are filling out the account application.
2. **Account Name**: The account name should be descriptive enough that you will know what the fund is for to keep the fund name from becoming so long it is cumbersome.
3. **Description of Purpose**: Describe what will be used for. Be as specific as possible, if the fund is to be endowed or restricted the more specific criteria can be outlined in the LOU or LOA.
4. **Division/School/Department**: Please fill in as completely as possible if you need help please call your Development officer or the Foundation office.
5. **Type of Monetary Support**: How will the fund be receiving money? Is there a pledge, planned gift or will donations be made through cash or checks?
6. **University Initiative**: If yes please check one of the listed initiatives. If you are not sure please contact your development officer or the Foundation office.
7. **Fund Type**: What type of fund do you or the donor want this to be. For definitions see terminology page.
8. **Requester Name**: Who is making the request for this account? Please fill in the Name of the person, the phone number and the department box.
9. **Contact Name**: Who should we contact if there is a question when setting up this fund?
10. **Bullet point notes**: Please read the bullet point notes, it is important to note that all non-endowed funds must have a minimum balance of $500.00 at all times to keep the fund active.
11. **Authorized Signatures**: The fund must be approved by the authorized person for that fund, the VP, Dean or Director. Have them sign the form and then print their name and phone number. The department head or Chair person must also sign off on the account application. Have them sign and print their name and phone number.

[Click here to go to the Account Application Form]
### Account Application

1. **Date of Request:**
2. **Account Name:**

3. **Description of Purpose:** (e.g. scholarship, building, faculty, special projects, discretionary)

4. **Division/College**
   | **School/Center**
   | **Department**

5. **Type of monetary commitment to support this account request:**
   (If this is a pledge, a donor signed pledge form must be attached before a fund number will be assigned)
   - □ Pledge
   - □ Planned Gift
   - □ Checks/CC

6. **University Initiative:** □ Yes □ No  If yes, please select one of the options:
   - □ Diversity
   - □ Environment/Sustainability
   - □ Environmental/Native American
   - □ International
   - □ Native American

7. **Fund type:**
   - □ Endowment – LOU must be completed
   - □ Restricted/Non Endowed – LOA must be completed
   - □ Discretionary Account

   *Note: A fund number will only be assigned if a completed LOU/LOA is received by the foundation. Departmental account only requires the account application.

8. **Requester Name**
   | **Phone #**
   | **Department/Box #**

9. **Department Contact Name**
   | **Phone #**

- The undersigned requests that a Foundation account be established under the conditions of, and for the purposes stated in, this application. The Northern Arizona University Foundation, Inc. [NAUF] is a private, non-profit corporation organized under Section 501(c)(3) of the Internal Revenue Service Code of 1954 and its Regulations as they now exist or as they may hereafter be amended. All transactions for this account are subject to the policies and regulations of the NAU Foundation, Inc. and the Internal Revenue Service.

- The NAUF will send receipts to each donor for all gifts, contributions and donations received for tax purposes, along with a letter of acknowledgment when appropriate.

- The college/unit agrees to maintain a minimum balance of $500 at all times and to keep an accounting of the balance each month.

- All expenditures from this fund must be processed on the NAUF Check Request Form. Original receipts and/or supporting documentation MUST be attached to each check request for audit purposes.

- Check requests will not be processed from this account unless there are adequate funds available to pay the costs in full. Fiscal agents who knowingly overdraw accounts may be subject to cancellation of their access to the Foundation.

### Authorized Signatures:

10. **VP/Dean/Director**
   | **Printed Name**
   | **Phone #**

11. **Department Head/Chair**
   | **Printed Name**
   | **Phone #**
Date of Request: 11/5/09
Account Name: Elbert & Donna McGuire Scholarship

Description of Purpose: (e.g. scholarship, building, faculty, special projects, discretionary)
Scholarship for full time undergraduate students, Min GPA 3.0, financial need, majoring in Earth Science.

CEFNS  Natural Science  Earth Science
Division/College School/Center Department

Type of monetary commitment to support this account request:
(If this is a pledge, a donor signed pledge form must be attached before a fund number will be assigned)
☐ Pledge  ☐ Planned Gift  ☑ Checks/CC

University Initiative: ☑ Yes  ☐ No  If yes, please select one of the options:
☐ Diversity  ☑ Environment/Sustainability  ☐ Environmental/Native American  ☐ International  ☐ Native American

Fund type:
☑ Endowment – LOU must be completed
☐ Restricted/Non Endowed Scholarships – LOA must be completed
☐ Restricted/Non Endowed - Program
☐ Discretionary Account – Deans Funds - general purpose for departments
* Note: A fund number will only be assigned if a completed LOU/LOA is received by the foundation. Departmental account only requires the account application.

Kelly Robertson  3-2017  4094
Requester Name  Phone #  Department/Box #

Sky Blue  3-XXXX
Department Contact Name  Phone #

- The undersigned requests that a Foundation account be established under the conditions of, and for the purposes stated in, this application. The Northern Arizona University Foundation, Inc. [NAUF] is a private, non-profit corporation organized under Section 501(c)(3) of the Internal Revenue Service Code of 1954 and its Regulations as they now exist or as they may hereafter be amended. All transactions for this account are subject to the policies and regulations of the NAU Foundation, Inc. and the Internal Revenue Service.
- The NAUF will send receipts to each donor for all gifts, contributions and donations received for tax purposes, along with a letter of acknowledgment when appropriate.
- The college/unit agrees to maintain a minimum balance of $500 at all times and to keep an accounting of the balance each month.
- All expenditures from this fund must be processed on the NAUF Check Request Form. Original receipts and/or supporting documentation MUST be attached to each check request for audit purposes.
- Check requests will not be processed from this account unless there are adequate funds available to pay the costs in full. Fiscal agents who knowingly overdraw accounts may be subject to cancellation of their access to the Foundation.

Authorized signatures:

Grey Cloud
Printed Name
3-XXXX
Phone #

Sky Blue
Printed Name
3-XXXX
Phone #

Department Head/Chair
ACCOUNT
APPLICATION

Date of Request: 1/5/11
Account Name: Earth Science Research & Training

Description of Purpose: (e.g. scholarship, building, faculty, special projects, discretionary)
Scholarship for full time undergraduate students, Min GPA 3.0, financial need, majoring in Earth Science.

CEFN's Natural Science Earth Science
Division/College School/Center Department

Type of monetary commitment to support this account request:
(If this is a pledge, a donor signed pledge form must be attached before a fund number will be assigned)
No Pledge □ Planned Gift □ Checks/CC

University Initiative: ☐ Yes □ No If yes, please select one of the options:
□ Diversity ☐ Environmental/Sustainability □ Environmental/Native American ☐ International □ Native American

Fund type:
□ Endowment – LOU must be completed
☐ Restricted/Non Endowed Scholarships – LOA must be completed
□ Restricted/Non Endowed - Program
☐ Discretionary Account – Deans Funds - general purpose for departments
* Note: A fund number will only be assigned if a completed LOU/LOA is received by the foundation. Departmental account only requires the account application.

Kelly Robertson
Requester Name
3-2017 Phone #
4094 Department/Box #

Sky Blue
Department Contact Name
3-XXXX Phone #

- The undersigned requests that a Foundation account be established under the conditions of, and for the purposes stated in, this application. The Northern Arizona University Foundation, Inc. (NAUF) is a private, non-profit corporation organized under Section 501(c)(3) of the Internal Revenue Service Code of 1954 and its Regulations as they now exist or as they may hereafter be amended. All transactions for this account are subject to the policies and regulations of the NAUF Foundation, Inc. and the Internal Revenue Service.
- The NAUF will send receipts to each donor for all gifts, contributions and donations received for tax purposes, along with a letter of acknowledgment when appropriate.
- The college/unit agrees to maintain a minimum balance of $500 at all times and to keep an accounting of the balance each month.
- All expenditures from this fund must be processed on the NAUF Check Request Form. Original receipts and/or supporting documentation MUST be attached to each check request for audit purposes.
- Check requests will not be processed from this account unless there are adequate funds available to pay the costs in full. Fiscal agents who knowingly overdraw accounts may be subject to cancellation of their access to the Foundation.

Authorized signatures:

Grey Cloud
VP/Dean/Director
Printed Name
3-XXXX Phone #

Sky Blue
Department Head/Chair
Printed Name
3-XXXX Phone #
ACCOUNT APPLICATION

Date of Request: 1/5/11
Account Name: Earth Science Research & Training

Description of Purpose: (e.g. scholarship, building, faculty, special projects, discretionary)
To support undergraduate research and course curriculum, graduate student research and training.

CEFN's Natural Science Earth Science
Division/College School/Center Department

Type of monetary commitment to support this account request:
(If this is a pledge, a donor signed pledge form must be attached before a fund number will be assigned)
☐ Pledge ☐ Planned Gift ☒ Checks/CC

University Initiative: ☒ Yes ☐ No If yes, please select one of the options:
☐ Diversity ☒ Environment/Sustainability ☐ Environmental/Native American ☐ International ☐ Native American

Fund type:
☐ Endowment - LOU must be completed
☐ Restricted/Non Endowed Scholarships - LOA must be completed
☒ Restricted/Non Endowed - Program
☐ Discretionary Account - Deans Funds - general purpose for departments
* Note: A fund number will only be assigned if a completed LOU/LOA is received by the foundation. Departmental account only requires the account application.

Kelly Robertson
Requester Name
3-2017 Phone # 4094 Department/Box #

Sky Blue
Department Contact Name
3-XXXX Phone #

- The undersigned requests that a Foundation account be established under the conditions of, and for the purposes stated in this application. The Northern Arizona University Foundation, Inc. [NAUF] is a private, non-profit corporation organized under Section 501(c)(3) of the Internal Revenue Service Code of 1954 and its Regulations as they now exist or as they may hereafter be amended. All transactions for this account are subject to the policies and regulations of the NAU Foundation, Inc. and the Internal Revenue Service.
- The NAUF will send receipts to each donor for all gifts, contributions and donations received for tax purposes, along with a letter of acknowledgment when appropriate.
- The college/unit agrees to maintain a minimum balance of $500 at all times and to keep an accounting of the balance each month.
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- Check requests will not be processed from this account unless there are adequate funds available to pay the costs in full. Fiscal agents who knowingly overdraw accounts may be subject to cancellation of their access to the Foundation.

Authorized signatures:

<table>
<thead>
<tr>
<th>Name</th>
<th>Printed Name</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grey Cloud</td>
<td></td>
<td>3-XXXXX</td>
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<tr>
<td>Sky Blue</td>
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<td>3-XXXXX</td>
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</tbody>
</table>
ACCOUNT APPLICATION

Date of Request: 11/5/09
Account Name: Earth Science Dept Discretionary Fund

Description of Purpose: (e.g. scholarship, building, faculty, special projects, discretionary)
To support the overall functioning of the Earth Science Department.

CEFNS
Division/College
Natural Science
School/Center
Earth Science
Department

Type of monetary commitment to support this account request:
(If this is a pledge, a donor signed pledge form must be attached before a fund number will be assigned)
☐ Pledge ☐ Planned Gift ☒ Checks/CC

University Initiative: ☐ Yes ☒ No If yes, please select one of the options:
☐ Diversity ☐ Environment/Sustainability ☐ Environmental/Native American ☐ International ☐ Native American

Fund type:
☐ Endowment – LOU must be completed
☐ Restricted/Non Endowed Scholarships – LOA must be completed
☐ Restricted/Non Endowed - Program
☒ Discretionary Account – Deans Funds - general purpose for departments
* Note: A fund number will only be assigned if a completed LOU/LOA is received by the foundation. Departmental account only requires the account application.

Kelly Robertson
Requester Name
3-2017 4094
Phone # Department/Box #

Sky Blue
Department Contact Name
3-XXXX Phone #

- The undersigned requests that a Foundation account be established under the conditions of, and for the purposes stated in, this application. The Northern Arizona University Foundation, Inc. [NAUF] is a private, non-profit corporation organized under Section 501(c)(3) of the Internal Revenue Service Code of 1954 and its Regulations as they now exist or as they may hereafter be amended. All transactions for this account are subject to the policies and regulations of the NAU Foundation, Inc. and the Internal Revenue Service.
- The NAUF will send receipts to each donor for all gifts, contributions and donations received for tax purposes, along with a letter of acknowledgment when appropriate.
- The college/unit agrees to maintain a minimum balance of $500 at all times and to keep an accounting of the balance each month.
- All expenditures from this fund must be processed on the NAUF Check Request Form. Original receipts and/or supporting documentation MUST be attached to each check request for audit purposes.
- Check requests will not be processed from this account unless there are adequate funds available to pay the costs in full. Fiscal agents who knowingly overdraw accounts may be subject to cancellation of their access to the Foundation.

Authorized signatures:

Grey Cloud
Printed Name
3-XXXX Phone #

Sky Blue
Printed Name
3-XXXX Phone #

VP/Dean/Director
Department Head/Chair
Instructions on how to fill out NAUF Check Request Form

1. **From:** Who is filling out the form? Put name in this line. Fill in the date that the form is being filled out.

2. **Department:** What department is requesting this check request? Fill in department box number and phone number.

3. **Account Name:** Fill in the fund Name and number? This is the fund account that the money for the check is going to be expensed from.

4. **Payee #1:** This will be the person, or vendor you are requesting the check for, enter the amount of the check for this vendor. If you have more than one vendor please list them on Payee #2 or Payee #3 etc.

5. **Purpose:** Describe what the check request is for, please give as much detail as possible. Attach all documentation to the check request.

6. **Sent to:** Who should the check be sent to after it is processed? If you want it sent through campus mail enter the box#. If you want to pick it up who should we call when the check is ready enter their phone number under ext.

7. **Authorized by:** this is the line for the signature of the person who is authorized to sign for the fund. By signing here this person is telling the Foundation they have reviewed the expense and have approved it.

8. **Name Printed:** Please print the name of the person who signed in the above line. Many times signatures are difficult to read we ask that you print the name and their title so that we will know who actually signed as the authorized person for this fund.

9. **Back up Documents:** All check requests must have the proper back up documents relating to the expense. Such as original receipts, invoices, if the expense was paid by credit card we need to have the original itemized credit card slip. If the check request is to reimburse a University account (local account) then a copy of the advantage report or business objects report showing the original expense paid by the University needs to be attached. We do not need copies of the receipts since those were already submitted to the University.

[Click here to go to the Check Request form]
Check Request Form

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From:</td>
<td>Date:</td>
</tr>
<tr>
<td>2</td>
<td>Department:</td>
<td>Box #:</td>
</tr>
<tr>
<td>3</td>
<td>Charge the expenditure to account:</td>
<td>Account Name/Number:</td>
</tr>
<tr>
<td>4</td>
<td>** If any payee is providing services at a discounted rate, the gift in kind form must be attached**</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PAYEE 1:</td>
<td>Name:</td>
</tr>
<tr>
<td>5</td>
<td>Purpose (describe fully and attach all documentation, receipts, invoices etc):</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PAYEE 2:</td>
<td>Name:</td>
</tr>
<tr>
<td>5</td>
<td>Purpose (describe fully and attach all documentation, receipts, invoices etc):</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PAYEE 3:</td>
<td>Name:</td>
</tr>
<tr>
<td>5</td>
<td>Purpose (describe fully and attach all documentation, receipts, invoices etc):</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>All checks are returned to the requestor</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>□ Send by campus mail to:</td>
<td>Box #:</td>
</tr>
<tr>
<td>6</td>
<td>□ Hold for pickup. Call:</td>
<td>Ext:</td>
</tr>
<tr>
<td>7</td>
<td>Authorized by:</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>** My signature certifies that these expenses are valid according to University and Foundation policies **</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Name Printed:</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>FOR FOUNDATION USE ONLY:</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>GL Code</td>
<td>Amount</td>
</tr>
<tr>
<td>8</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All expenditures must comply with the charitable purpose intended by the donor. All expenditures should be supported with documentation such as receipts or invoices. Original receipts should be submitted: not photocopies. Signers: Payment must be approved by an authorized signer on each account. A list of authorized signers must be on file at the Foundation. Expenses cannot be approved by the person being paid (payee of the check). Only original signatures will be accepted; no signature rubber stamp may be used.

Payment to NAU employee for services must go through NAU's payroll department. Scholarships/Awards must be disbursed by NAU Financial Aid Office.

NAU Foundation
PO Box 4094
Flagstaff, Arizona 86011
(928) 523-3984
Check Request Form

From: Kelly Robertson  Date: 11/5/09

Department: Earth Science  Box #: 1234  Ext#: 3-2017

Charge the expenditure to account:
Account Name/Number: Earth Science Research & Training # 1235  $450.00

** If any payee is providing services at a discounted rate, the gift in kind form must be attached**

PAYEE 1:
Name: Joe Dirt  Amount: $200.00
Purpose (describe fully and attach all documentation, receipts, invoices etc):
Reimbursement for printing of course materials.

PAYEE 2:
Name: Jim Dirt  Amount: $250.00
Purpose (describe fully and attach all documentation, receipts, invoices etc):
Tools to dig in dirt for reseach project, food for day dig, gas to day dig.

PAYEE 3:
Name:  Amount: $
Purpose (describe fully and attach all documentation, receipts, invoices etc):

All checks are returned to the requestor
☑ Send by campus mail to: Kelly Robertson  Box #: 4094
☐ Hold for pickup. Call:

Authorized by:
** My signature certifies that these expenses are valid according to University and Foundation policies **

Name Printed: Sky Blue - Department Chair

FOR FOUNDATION USE ONLY:
GL Code  Amount  Date Mailed:
Signer authorized:
Balance:
Check #:
Check Date:

All expenditures must comply with the charitable purpose intended by the donor. All expenditures should be supported with documentation such as receipts or invoices. Original receipts should be submitted; not photocopies. Signers: Payment must be approved by an authorized signer on each account. A list of authorized signers must be on file at the Foundation. Expenses cannot be approved by the person being paid (payee of the check). Only original signatures will be accepted; no signature rubber stamp may be used.

Payment to NAU employee for services must go through NAU's payroll department. Scholarships/Awards must be disbursed by NAU Financial Aid Office.

NAU Foundation
PO Box 4094
Flagstaff, Arizona 86011
(928) 523-3984
Instructions on how to fill out NAUF Deposit Transmittal for Checks & Cash Form

1. **Name of Account:** Enter the fund name where the money is to be deposited to.
2. **Fund #:** Enter the fund number.
3. **Dept:** Enter the Department/College or office that is making the deposit.
4. **NAU Box #:** Enter the box number for the Department/College.
5. **Date:** Enter the date the deposit is being submitted.
6. **Phone #:** Enter the phone number of the Department/College that is making the deposit.
7. **Number:** Enter the number of checks that are being submitted.
8. **Amount:** Enter the dollar amount of the total checks and cash being submitted for deposit.
9. **Deposit:** Enter the total amount of the deposit being submitted.
10. **Type:** Is this deposit from a gift or revenue? If the deposit is made up of both gift and revenue be sure that it is clear to data entry at the Foundation what checks were a gift. This will ensure that the donor will receive a thank you letter from the Foundation.
11. **Explain:** Please tell us how this money was raised or any other information you think the Foundation staff will need to process the deposit.
12. **Submitted:** Who is the deposit being submitted by? Please print your name.
13. **Cash or Checks:** Please fill out a separate transmittal if you have cash and checks to deposit. If you have cash to deposit you will put the cash in a bank cash bag, (please call the Foundation for bank bags) on the bag put the name of the person making the deposit, the fund number to be deposited into, date and amount. Staple the deposit transmittal to the bank bag. If you are depositing checks you will follow the same procedure only you do not have to put them in a bank bag just attach the deposit transmittal.

[Click here to go to the Deposit Transmittal for Checks and Cash form]
DEPOSIT TRANSMITTAL
for CHECKS AND CASH

Name of Account: ____________________________ Fund #: __________________
(one transmittal per account)
Dept/College/Office: __________________________
NAU Box #: __________________ Date Submitted: _______ Phone #: _______
Number of Checks Attached: _________________

Amount of: Checks $ _______ Cash $ _______

DEPOSIT TOTAL: $ _____________ If gifts are more than $250, please attach contact
name and address for acknowledgement

Type of Deposit: Gift ☐ Revenue ☐

Explain: ____________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

Submitted to the Foundation by: __________________________

FOUNDATION USE ONLY

GL Number __________________________
GL Number __________________________

Comments: _________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

Date Received ____________________________ Account #: __________________
DEPOSIT TRANSMITTAL
for CHECKS AND CASH

Name of Account: Earth Science Dept Discretionary  Fund #: 1234

Dept/College/Office: Earth Science Dept

NAU Box #: XXXX  Date Submitted: 10/4/XX  Phone #: 3-XXXX

Number of Checks Attached: 3

Amount of: Checks $300.00  Cash $

DEPOSIT TOTAL: $300.00  If gifts are more than $250, please attach contact name and address for acknowledgement

Type of Deposit: Gift ☒  Revenue ☐

Explain: Gift to Earth Science dept from Mother Earth Company amt of 250.00
Gift from Blue Sky amt of 50.00

Submitted to the Foundation by: Kelly Robertson

FOUNDATION USE ONLY

GL Number

GL Number

Comments:

Date Received

Account #: 
DEPOSIT TRANSMITTAL
for CHECKS AND CASH

Name of Account: Earth Science Dept Discretionary Fund #: 1234

(One transmittal per account)

Dept/College/Office: Earth Science Dept

NAU Box #: XXXX Date Submitted: 1/5/11 Phone #: 3-XXXX

Number of Checks Attached: __________________

Amount of: Checks $_________ Cash $250.00

DEPOSIT TOTAL: $250.00

If gifts are more than $250, please attach contact name and address for acknowledgement

Type of Deposit: Gift [ ] Revenue [x]

Explain: Revenue from ping pong tournament

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

Submitted to the Foundation by: Kelly Robertson

________________________________________________________________________

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FOUNDATION USE ONLY

SL Number ____________________________

SL Number ____________________________

Comments: ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date Received _________________________

Account #: ___________________________
**Instructions on how to fill out NAUF Deposit Transmittal for Credit Cards Form**

1. **Name of Account**: Enter the fund name where the money is to be deposited to.
2. **Fund #**: Enter the fund number.
3. **Dept**: Enter the Department/College or office that is making the deposit.
4. **NAU Box #**: Enter the box number for the Department/College.
5. **Date**: Enter the date the deposit is being submitted.
6. **Phone #**: Enter the phone number of the Department/College that is making the deposit.
7. **Number**: Enter the number of bankcards slips that are being submitted.
8. **Deposit**: Enter the total amount of the deposit being submitted.
9. **Type**: Is this deposit from a gift or revenue. If the deposit is made up of both gift and revenue be sure that it is clear to data entry at the Foundation what checks were a gift. This will ensure that the donor will receive a thank you letter from the Foundation.
10. **Explain**: Please tell us how this money was raised or any other information you think the Foundation staff will need to process the deposit.
11. **Submitted**: Who is the deposited being submitted by? Please print your name.

[Click here to go to Deposit Transmittal for Credit Cards form]
DEPOSIT TRANSMITTAL  
for BANKCARDS

Name of Account: 1  
(one transmittal per account)  
Fund #: 2  
Dept/College/Office: 3  
NAU Box #: 4  
Date Submitted: 5  
Phone #: 6  
Number of Bankcards Attached: 7  
DEPOSIT TOTAL: $ 8  
9 Type of Deposit: Gift ☐ Revenue ☐  
Explain: 10  

submitted to the Foundation by: 11  

FOUNDATION USE ONLY

GL Number  
GL Number  
Comments:  

Date Received  
Account #: 
DEPOSIT TRANSMITTAL
for BANKCARDS

Name of Account: Earth Science Research & Training Fund #: 1235
(one transmittal per account)
Dept/College/Office: Earth Science Department
NAU Box #: XXXX Date Submitted: 11/22/09 Phone #: 3-XXXX

Number of Bankcards Attached: 5
DEPOSIT TOTAL: $1050.00 If gifts are more than $250, please attach contact
ame and address for acknowledgement
Type of Deposit: Gift ☑ Revenue ☐

Explain: Gifts for annual fundraiser "Earth Science Day" held on 10/31/09

see attached brochure and credit card information.

Submitted to the Foundation by: Kelly Robertson

---

FOUNDATION USE ONLY

GL Number

GL Number

Comments:

Date Received

Account #: 
Instructions on how to fill out NAUF Gift in Kind Foundation Form

1. **Donor**: Enter the name of the donor or the business name who is giving the donation.
2. **Business**: Enter the business contact if this is applicable.
3. **Address**: Enter the address of the donor or business.
4. **Affiliation**: Enter how this person or business is affiliated with NAU.
5. **Gift**: Enter a description of the gift that is being donated.
6. **Value**: Enter the value of the gift.
7. **Valued by**: Who assessed the value on the gift? If the value of non-cash property is worth more than $5,000.00 you must get a qualified appraisal by a qualified appraiser and fill out IRS form 8283.
8. **Area receiving gift**: which department or college
9. **NAUF acct name**: Enter the fund name and the fund number.
10. **Donor**: The donor must sign and date the form.
11. **Accepted**: Whoever is accepting this donation from the donor should sign here, date and then print their name and phone number.

[Click here to go to the Gift in Kind Foundation form](#)
GIFT-IN-KIND REPORT

1 Donor or Business Name: ____________________________________________

2 Business Contact (if applicable): ____________________________________

3 Address: __________________________________________________________

   City: __________________ State: ______ Zip: __________ Phone: __________

4 Affiliation: [ ] Alumnus [ ] Faculty / Staff [ ] Friend
   [ ] Parent [ ] Current Student [ ] Foundation
   [ ] Business [ ] Other Organization: ________________________________

5 Gift Description (dimensions, condition, etc.):
   ________________________________________________________________
   ________________________________________________________________

6 Value: $ __________________________

   Valued By: [ ] Donor’s Estimate
   [ ] Independent Appraiser (attach appraisal)
   [ ] Other basis for valuation

7 Area of university receiving the gift: ________________________________

8 NAU Foundation account name: ________________________________ Fund #: __________

   Acceptance and disposition of donations are governed by the policies of N.A.U. without approval of the donor.

10 Donor Signature: __________________________ Date: _________________

11 Accepted By (NAU): __________________________ Date: _________________

   (Signature) Phone #: __________________________

   Please print name: ______________________________________________

FOR OFFICE USE ONLY

Gift Number: ______________________________________________________

Notes: ____________________________________________________________

______________________________________________________________

Send report to Kelly Robertson
PO Box 4094
GIFT-IN-KIND REPORT

Donor or Business Name:  Far Out Space Company
Business Contact (if applicable):  J. Mars

Address:  1234 N Saturn Lane

City: Flagstaff  State: AZ  Zip:  86000  Phone: 928-XXX-XXXX

Affiliation:  ☒ Alumnus  ☐ Faculty / Staff  ☐ Friend
☐ Parent  ☐ Current Student  ☐ Foundation
☐ Business  ☐ Other Organization:

Gift Description (dimensions, condition, etc.):
2 round trip tickets to Mars for client auction

Value:  $2,500.00

Valued By:  ☒ Donor's Estimate
☐ Independent Appraiser (attach appraisal)
☐ Other basis for valuation

Area of university receiving the gift:  CEFN's
NAU Foundation account name:  Earth Science  Fund #:  1235

Acceptance and disposition of donations are governed by the policies of N.A.U. without approval of the donor.

Donor Signature:  ____________________________  Date:  ________________

Accepted By (NAU):  ____________________________  Date:  ________________

(Signature)  Phone #:

Please print name:  

FOR OFFICE USE ONLY

Gift Number:  

Notes:  

______________________________

Send report to Kelly Robertson
PO Box 4094
Instructions on how to fill out NAUF Gift in Kind University Form

1. Donor: Enter the name of the donor or the business name who is giving the donation.
2. Business: Enter the business contact if this is applicable.
3. Address: Enter the address of the donor or business.
4. Affiliation: Enter how this person or business is affiliated with NAU.
5. Gift: Enter a description of the gift that is being donated.
6. Value: Enter the value of the gift.
7. Valued by: Who assessed the value on the gift? If the value of non cash property is worth more than $ 5,000.00 you must get a qualified appraisal by a qualified appraiser and fill out IRS form 8283.
8. Area receiving gift: which department or college
9. NAUF acct name: Enter the fund name and the fund number.
10. Donor: The donor must sign and date the form.
11. Accepted: Who ever is accepting this donation from the donor should sign here, date and then print their name and phone number.

Click here to go to the Gift in Kind University form
# Gift-in-Kind Report

1. **Donor or Business Name:**
2. **Business Contact (if applicable):**
3. **Address:**
   - City: 
   - State: 
   - Zip: 
   - Phone: 
4. **Affiliation:**
   - [ ] Alumnus
   - [ ] Faculty / Staff
   - [ ] Friend
   - [ ] Parent
   - [ ] Current Student
   - [ ] Foundation
   - [ ] Business
   - [ ] Other Organization:
5. **Gift Description (dimensions, condition, etc.):**
6. **Value:** $ 
7. **Valued By:**
   - [ ] Donor’s Estimate
   - [ ] Independent Appraiser (attach appraisal)
   - [ ] Other basis for valuation
8. **Area of university receiving the gift:**
9. **NAU Gift account name:**
   - Fund #: 

Acceptance and disposition of donations are governed by the policies of N.A.U. without approval of the donor.

10. **Donor Signature:** ___________________________ **Date:** ____________
11. **Accepted By (NAU):** ___________________________ **Date:** ____________
    (Signature)

    Please print name: ___________________________ **Phone #:** ___________________________

---

FOR OFFICE USE ONLY

**Gift Number:** ___________________________

**Notes:** ___________________________

____________________________________

Send report to University Advancement
PO Box 4094
GIFT-IN-KIND REPORT

Donor or Business Name: Far Out Space Company
Business Contact (if applicable): J. Mars

Address: 1234 N Saturn Lane

City: Flagstaff State: AZ Zip: 86000 Phone: 928-XXX-XXXX

Affiliation: □ Alumnus □ Faculty / Staff □ Friend
□ Parent □ Current Student □ Foundation
☑ Business □ Other Organization:

Gift Description (dimensions, condition, etc.):
Space Telescope

Value: $5,000.00
Valued By: □ Donor's Estimate
☑ Independent Appraiser (attach appraisal)
□ Other basis for valuation

Area of university receiving the gift: CEFN's
NAU Gift account name: Astronomy Fund #: 2222

Acceptance and disposition of donations are governed by the policies of N.A.U. without approval of the donor.

Donor Signature: ______________________ Date: ____________

Accepted By (NAU): ______________________ Date: ____________
(Signature)

Please print name: ______________________ Phone #: __________

FOR OFFICE USE ONLY

Gift Number: ______________________

Notes: ______________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Send report to University Advancement
PO Box 4094
LOG IN: Go to www.nau.edu/alumni

From the left menu, under HOME click on LOG IN.
Instructions - Scholarship Check Request e-Form

LOG IN as a Current user with your NAU email address. Otherwise, register as a New user.

Once you are logged in, double click on TASKS in the upper right hand corner.
Instructions - Scholarship Check Request e-Form

The following screen will appear, with three tabs: Assignment, Funds/Balances, & Beneficiaries. You can enter data from the assignment TAB, Fund Balances and Beneficiaries TABS are informational.

ASSIGNMENT TAB: You can enter student information and award amounts.

From the drop down menu, select Fund from which to disburse payment, select Period - Academic Year 2012-2013 will be your only choice. NOTE: If you are disbursing funds for Spring 2012 or Summer 2012 those check requests needs to be requested using the old manual check request form. If you have any questions, please contact Mary Kate Wolter at x3984.
Instructions - Scholarship Check Request e-Form

This Assignment screen will appear.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Funds/Balances</th>
<th>Beneficiaries</th>
</tr>
</thead>
</table>

**Funds (1)**

**Fund:** [Redacted]

**Period:** Academic Year 2012-2013

Account balances as of 3/12/2012

- Available: $427.40
- Amount Endowed: $2,147.71
- Anticipated: $0.00
- Amount Requested: $0.00  Approved: $0.00  Pending: $0.00  Denied: $0.00
- Current Expendable: $2,575.11

**Recipients**

**Recipients**

No recipients have been added yet for this fund and period. Click the “New” button to add a recipient.

**New**

**Anticipated**

**TERMS**

Available: Fund balance as of today.

Amount Endowed: Payout amount that will be received on June 30th. Departments can utilize these funds in addition to the current available balance to award recipients.

Anticipated: Requestor may enter any dollars they will receive from donors not yet recorded by the Foundation.

Amount Requested: Amount awarded to student(s).

Approved: Financial aid approved the e-form request and will request the dollars from the Foundation.

Pending: Financial aid has not reviewed e-form request.

**Denied:** Financial aid has denied the request based on the student's eligibility.

Current Expendable: Sum of current available balance and Amount endowed.
Instructions - Scholarship Check Request e-Form

Click on NEW button in the Recipients box.

<table>
<thead>
<tr>
<th>Recipients</th>
</tr>
</thead>
</table>

No recipients have been added yet for this fund and period. Click the "New" button.

Enter Student or Employee ID# and click on Look-up button.

<table>
<thead>
<tr>
<th>Recipients</th>
</tr>
</thead>
</table>

RECIPIENT LOOK-UP

Emplid: 107
Look-up  Cancel

The payee's address will appear, type in dollar amounts into Fall and Spring boxes, which will automatically fill and sum the AMOUNT TO AWARD box. Click Add.

<table>
<thead>
<tr>
<th>Recipients</th>
</tr>
</thead>
</table>

Emplid: 107
Name: 
Address: 
Phone: 
Email: 
Amount to Award: 100  Fall: 50.00  Spring: 50.00

Majors:
- Public Administration (MPA)
- Non-Degree Graduate
- Accountancy (BSACCY) PB

Add  Cancel
Instructions - Scholarship Check Request e-Form

To add more payees, click NEW in the recipient box and repeat the same process as above.

---

**RECIPIENTS**

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>EMPID</th>
<th>AMOUNT</th>
<th>FALL</th>
<th>SPRING</th>
<th>REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>3/18/2012</td>
</tr>
</tbody>
</table>

**New**

---

**Anticipated**

To indicate **Anticipated funds**, click on the dark blue box marked “Anticipated”, and fill in the dollar amount an enter a comment of when donor will submit payment, or other descriptive comment that will help you and the NAU Foundation identify when funds will be received.

**NOTE:** Recording Anticipated funds is a self-managing “memo” that the requestor will monitor and edit. Once funds are recorded by the Foundation, the requestor who posted the Anticipated funds entry needs to return to the e-form check request website to **delete the comment on Anticipated funds** entry, otherwise the amount will be double counted and the current expendable amount will be incorrect.

---

**Recipients**

**Anticipated**

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>REALIZED?</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.00</td>
<td></td>
<td>Donor called to say they mailed check on 2/25/2012 in the amount of $50.00</td>
</tr>
</tbody>
</table>

---

*No anticipated money has been entered for this fund and period. Enter an amount and a comment in the table above to create new anticipated money.*

Press Save button.
Instructions - Scholarship Check Request e-Form

By pressing SAVE, the following message will appear.

NOTE: By pressing OK you are obligating your department to cover the payment if the donor fails to remit payment. Press OK to record anticipated funds entry.

![Message from webpage]

Entering a figure in this field obligates the department to cover this anticipated increase in cash available. Are you sure you want to add this anticipated amount?

**OK**  **Cancel**

**FUNDS/BALANCE tab:** Select a period from the drop-down menu.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Funds/Balances</th>
<th>Beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period:</td>
<td>-- Select Period --</td>
<td></td>
</tr>
</tbody>
</table>

The table shows the fund balance of all accounts that are assigned to your department or college.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Funds/Balances</th>
<th>Beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period: Academic Year 2012-2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODE</th>
<th>NAME</th>
<th>BALANCE</th>
<th>ANTICIPATED</th>
<th>REQUESTED</th>
<th>APPROVED</th>
<th>PENDING</th>
<th>DENIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schp</td>
<td></td>
<td>$959.06</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
BENEFICIARIES tab:

Select Fund and Period from the drop down menu.

Table shows all payees (individuals) who were paid from this fund; our database goes back to fiscal year 2008. Table shows the last payment made to the Payee; it also shows the cumulative amount paid per Payee.