

Foundation and Non-State Accounting Donor Gifts Receipting and Processing New Procedures

Office Location:

The Foundation and Non-State Accounting group, a cooperative partnership among the Foundation, Advancement, and Accounting Offices, is located within the University Accounting Office on the 2nd floor of the Dowdy Building. Foundation-fund related check requests and requisitions should be entered in Aggimart. If doing a manual Check request or Purchase request email to the Accounting Office email - giftsuniversityandfoundation@ncat.edu.

The Gift Processing Unit of Advancement Services is located in the Accounting Office. Please deliver gifts, donor information, etc. to the Gifts Processing Unit in the Accounting Office or Advancement Office on the 4th floor of Dowdy..

| Foundation & Non-State Accounting | | |
|--------------------------------------|--------------|--|
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FOUNDATION AND NON-STATE ACCOUNTING

NOTE: Procedures for University Non-State Accounting are not impacted by these changes.

Process Changes Concerning Foundation Accounting

Check requests and purchase requests for Foundation payment activities should be entered into AggieMart. Manual Check request and Purchase request should be emailed to the Gift University Accounting Office. Attach supporting documents to these requests.

Checks will be written on **Tuesdays** and **Thursdays**. Checks will be mailed – no pick-ups. Direct deposit of vendor payments and employee reimbursements is recommended.

Check requests must be received in the Accounting Office **no later than noon the day prior** for payment (check or direct deposit) to be included in the next processing cycle.

Processing forms needed for Foundation fund payment activities are located on both the Foundation and University websites under “Forms”. They are:

- Fund Create Form (Foundation)
- Check Request Form (Foundation)
- Purchase Request Form (Foundation)

Process Changes Concerning Donor Gifts Accounting

All donor gifts previously sent to the University Foundation should be directed to the Advancement Office, 4th floor Dowdy Building. Additionally, any changes to donors' names, addresses, etc. should also be directed to the Gifts Processing Unit within the Accounting Office. Non-gifts previously taken to the Foundation should be brought to the Accounting Office.

Gifts and donor information will be recorded, processed and/or deposited by the appropriate Advancement or Accounting staff within the Foundation and Non-State Accounting group.

Guide to New Paper Flow

| <u>Sources of Gifts and Funds</u> | <u>Action (Deliver to...)</u> |
|---|--|
| Foundation Private and State Gifts | Advancement Office 4th floor Dowdy Bldg. |
| Foundation or University Scholarship Agreements | Advancement Office 4 th floor Dowdy Bldg. |
| Money from departmental fundraising | Advancement Office 4th floor Dowdy Bldg. |
| Foundation Grant Agreements | Gifts Processing Unit, 2 nd floor Dowdy Bldg. |

| <u>Services Requiring Foundation Purchase Orders</u> | <u>Action (Deliver to...)</u> |
|--|-------------------------------|
| Vendor Create/Modify Form | AggieMart Vendor create |
| Purchase Requests | |

| <u>Disbursements/Payments</u> | <u>Action (Deliver to...)</u> |
|-----------------------------------|-------------------------------|
| Check Requests, Vendor Invoices | AggieMart |
| Scholarship Payments and Invoices | |
| Temporary Employee Hiring | EPAF / ISAF Shared folder |