

# 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 2<sup>nd</sup> floor of the Dowdy Building. Foundation-fund related check requests and purchase requests should be delivered to the Accounting Office receptionist.

The Gift Processing Unit of Advancement Services is now located in the Accounting Office. Please deliver gifts, donor information, etc. to the Gifts Processing Unit in the Accounting Office.

## Contacts:

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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 delivered to the University Accounting Office. Attach supporting documents to these requests.

Checks will be written on **Mondays** 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:

- Vendor (Supplier) Create/Modify Form
- Fund Create Form (Foundation)
- Check Request Form (Foundation)
- Purchase Request Form (Foundation)

Because the Foundation has not yet implemented AggieMart, all new vendor creates and vendor modifications will follow the current University set-up/modify process. Use your current University Banner fund index to submit the create or modification. This will provide the vendor number you will use for your Foundation-fund purchase. At this time, you cannot use AggieMart for Foundation-fund purchases.

**Process Changes Concerning Donor Gifts Accounting**

All donor gifts previously sent to the University Foundation should be directed to the Gifts Processing Unit within the Accounting Office, 2<sup>nd</sup> 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.

The Gifts Processing staff should then provide donor recognition within three business days.

**Guide to New Paper Flow**

<u>Sources of Gifts and Funds</u>	<u>Action (Deliver to...)</u>
Foundation Private and State Gifts	Gifts Processing Unit, 2 <sup>nd</sup> floor Dowdy Bldg.
Foundation or University Scholarship Agreements	Gifts Processing Unit, 2 <sup>nd</sup> floor Dowdy Bldg.
Money from departmental fundraising	Gifts Processing Unit, 2 <sup>nd</sup> floor Dowdy Bldg.
Foundation Grant Agreements	Foundation Office
<u>Services Requiring Foundation Purchase Orders</u>	<u>Action (Deliver to...)</u>
Vendor Create/Modify Form	Use current AggieMart process
Purchase Requests	Accounting Office, 2 <sup>nd</sup> floor Dowdy Bldg.
<u>Disbursements/Payments</u>	<u>Action (Deliver to...)</u>
Check Requests, Vendor Invoices	Accounting Office, 2 <sup>nd</sup> floor Dowdy Bldg.
Scholarship Payments and Invoices	Accounting Office, 2 <sup>nd</sup> floor Dowdy Bldg.
Temporary Employee Hiring	Use current Aggie Mart/Human Resources process