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Supporting Foundation Reimbursement effective date 03/13/12

Upon occasion, a University employee or the immediate family member of an employee will do work on behalf of a University of Colorado supporting foundation, or, a University organizational unit will conduct an activity for which the University and the supporting foundation have agreed to share the costs.

The Administrative Policy Statement (APS) Direct Spending from a Foundation on behalf of the Universityprohibits a supporting foundation from spending directly on behalf of the University and further clarifies that expenditures from a supporting foundation must be done solely to conduct business for the respective foundation. The APS Reimbursement for Work Done on Behalf of a University of Colorado supporting foundation sets forth the requirements for reimbursement of expenses incurred by organizational units and employees or their immediate family members while conducting an activity on behalf of a supporting foundation or for expenses incurred when the University and a supporting foundation agree to share the costs of an activity.

These procedures provide a mechanism for individuals and organizational units to receive reimbursement for expenses they incur on behalf of a supporting foundation.

Procedural Statement

The steps outlined below must be followed by an employee, the immediate family member of an employee, or a University organizational unit in order to receive reimbursement for expenses incurred on behalf of a supporting foundation.

1. Prior to the University incurring expenses for an activity done on behalf of a supporting foundation, the University organizational unit and the supporting foundation complete and sign a Memorandum of Agreement (MOA) using the MOA Template provided. **Note:** If approved group billing arrangements are in place for this activity, then they should be documented in the MOA so as to avoid charging additional actual or administrative costs to the supporting foundation. (Once an MOA has been signed by the organizational unit and the supporting foundation, scan and email a copy or fax a copy to the Office of University Controller (OUC). This is done so that the supporting foundation is aware of pending MOA transactions)
2. After the MOA has been completed and signed, the respective University employee, their immediate family member, or the respective University organizational unit participates in the supporting foundation's requested activity or conducts the University activity for which the supporting foundation has agreed to share costs. Expenses incurred with respect to the activity must adhere to applicable University rules, regulations, policies, and procedures, and must be recorded in one of the organizational

unit's Fund 10, 20, 26, or 29 SpeedTypes. All campuses should note that alcoholic beverage reimbursement should be recorded in an appropriate Fund 34 SpeedType. When an organizational unit conducts an activity for which the University and the supporting foundation have agreed to share the costs, use the Account that most accurately reflects the nature of the expense

3. Upon completion of the activity, the organizational unit processes all payment and reimbursement transactions associated with the supporting foundation activity through the Procurement Service Center (PSC). Payments and reimbursements must adhere to applicable University rules, regulations, policies, and procedures. **Note:** Before submitting payment requests and supporting documentation to the PSC, the organizational unit must first follow applicable campus-specific routing and approval procedures.
4. When all payments and reimbursements related to the supporting foundation activity have been made by the University, then the organizational unit prepares the Invoice (using the Invoice Template provided) to bill the supporting foundation, and submits it to the Office of University Controller (OUC.) The Invoice must include a copy of the financial detail report documenting that each expense being requested for reimbursement has actually been paid from a University SpeedType. (The invoice must be accompanied by the signed MOA, a copy of all documentation turned in to the PSC and a copy of the financial detail report that shows each expense being requested for reimbursement.) **If total of invoices exceeds the amount approved in the MOA, the supporting foundation will only process payment up to the amount approved in the signed MOA. To pay a larger amount, the organizational unit must submit a revised MOA for the revised total.**
5. The OUC verifies that all expenses being invoiced to the supporting foundation have been recorded in a University SpeedType and, as appropriate, completes a Journal Entry to move expenses from the Account to which they were originally booked (per step 2, above) into Account 552666 (Foundation Requested Services). The OUC then signs and submits the invoice and backup paperwork to the supporting foundation.
6. The supporting foundation processes the payment and does a wire transfer to the University. The funds from the supporting foundation will be deposited using Account 32511 (Foundation Service Revenue) into the University's Fund 10, 20, 26, 29 or 34 SpeedType that incurred the expense.

Exceptions

Unless approved by the Assistant Vice President/University Controller, there are no exceptions to this procedural statement.

Related Policies & Procedures

- APS Direct Spending from a Foundation on behalf of the University [1]
- APS Reimbursement for Work Done on Behalf of a University of Colorado supporting foundation [2]
- APS Propriety of Expenses [3]

Forms & Other Resources

- Supporting Foundation Reimbursement Memorandum of Agreement (MOA) Template [4]
- Supporting Foundation Reimbursement Invoice Template [5]

Groups audience:
Controller

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Links
[1] https://www.cu.edu/ope/policy/aps-4017-direct-spending-foundation-behalf-university
[2] https://www.cu.edu/ope/aps-4019-reimbursement-work-done-behalf-university-colorado-supporting-foundation [3] https://www.cu.edu/ope/policy/aps-4015-propriety-expenses
[4] https://content.cu.edu/controller/documents/MOA%20Template-Supporting%20Foundation%20Reimbursement.doc
[5] https://content.cu.edu/controller/documents/Invoice%20Template-Supporting%20Foundation%20Reimbursement.xls