

IMPROPER OR INCOMPLETE DISBURSEMENT REQUEST WILL AUTOMATICALLY BE RETURNED & WILL DELAY PAYMENT

Instructions for completing an FSU Foundation Disbursement Request

Avoid using black ink when signing this form

- 1) Date: The date the request was prepared.
- 2) Request No.: Internal department use only. Some departments track disbursement requests sent to the Foundation using an internal request numbering system.
- 3) Fund No.: The number assigned to the fund project the request is to be paid from. If more than one fund project is being used, enter “Various” and use the space under “Detailed Business Purpose and Explanation of Expenses” to list the individual funds and amounts.
- 4) Fund Name: The full name of the fund project for the request. If more than one fund project is being used, enter “Various” and use the space under “Detailed Business Purpose and Explanation of Expenses” to list the individual funds.
- 5) Payee/Vendor Name and Address: The name as it should appear on the check or EFTnotice. The address should be the “Remit To” address for vendors. For individuals, a home address is required.
- 6) Mail Check To: If the address listed under the Payee/Vendor Name and Address section is not the address the check is to be mailed to, please provide the address the check should be mailed to here. To request that a check be picked up, enter “pick up”, or list an alternate address or mail code where the check should be sent.
- 7) Payee Type: Select the appropriate type of payee “FSU Employee”, “FSU Student”, “Non-Resident Alien”, or “None of These”. If the individual is an OPS student, the student status takes precedence.
- 8) Fed ID#: Most vendors will have a federal identification number. Their Fed ID# should be listed here
- 9) FSU Employee#: FSU employees and students will have an OMNI EMPLID assigned to them. That number needs to be entered here.
- 10) SSN#: Vendors doing business under their SSN, independent contractors, honorariums etc. must provide a SSN for tax purposes.
- 11) Direct Inquiries to: Provide the name of the person who can answer any questions that may arise regarding this request.
- 12) Campus Phone: Enter the phone number where someone can be reached regarding any questions about the disbursement request. An email address may also be included.
- 13) Payee’s Supervisor: If the Payee is an FSU employee, the payee’s supervisor must be provided regardless of the department in which the employee works.
- 14) Detailed Business Purpose and Explanation of Expenses: Provide a detailed summary of the business purpose. The detail could include number of attendees, reason for travel, what is being purchased, etc.
- 15) Total Price: Auto-sum formula intended to prevent mathematical errors when breaking out expenses.
- 16) Explanation of How Expenditure meets the Fund Purpose: Explain how the donor’s intent is met by expenses incurred. If payment is requested from a general development fund, explain how the expense benefits the College. Do not write a blanket statement such as “This expense meets the fund purpose”.
- 17) Payee Certification for Advancement or Reimbursement of Expenses: The individual who is receiving reimbursement or an advance must sign here. If the payee is a guest and they are not available to sign, please note this on the payee signature line. (Vendors do not need to sign this line.)
- 18) Signature Approvals for Payment:
 - a) Supervisor: If the payee is an FSU employee, the employee’s supervisor must approve the payment.
 - b) Authorized Signer(s): If the request is less than \$1,000 and is not compensating an individual for services rendered, the request can be approved by an authorized signer.
 - c) Responsible Party or Designee: If the request is to compensate an individual for services rendered, or is greater than \$1,000, approval by the Responsible Party or Designee is required.
 - d) University President: Requests over \$25,000 must be approved by the University President.
 - e) Foundation Approval(s): Internal Foundation use only.