



Idaho State  
University

Foundation

## DISBURSEMENT REQUEST

All requests for disbursements from Foundation accounts must be accompanied by this form, which includes the account holder's signature. Disbursements will not be completed without supporting documentation. Please attach receipts, invoices, expense statements, etc. as documentation (see instructions on page 2). All disbursement requests over \$250,000 will require at least 60 days' notice to the Foundation.

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### DISBURSEMENT REQUEST INFORMATION

Foundation Fund Name: \_\_\_\_\_ Fund Number: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

ISU Local Index Code to Transfer to: \_\_\_\_\_

Explanation of Disbursement/Transfer: \_\_\_\_\_

### AUTHORIZATION (signature required: dean, chair, or authorized signatory)

*I hereby certify that this disbursement conforms to the criteria described in the fund agreement or other guiding documents for this fund.*

Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UBO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Foundation Use Only:

Approval to Pay \_\_\_\_\_ Verified Allowable \_\_\_\_\_ Verified Sufficient Funding \_\_\_\_\_ Foundation Invoice # \_\_\_\_\_

Account# \_\_\_\_\_ Amount \$ \_\_\_\_\_ Account# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Account# \_\_\_\_\_ Amount \$ \_\_\_\_\_ Account# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Account# \_\_\_\_\_ Amount \$ \_\_\_\_\_ Account# \_\_\_\_\_ Amount \$ \_\_\_\_\_



**STATE BOARD POLICY STATEMENT**

---

Each affiliated foundation shall operate as an Idaho nonprofit corporation that is legally separate from the institution and is recognized as a 501(c)(3) public charity by the Internal Revenue Service. The management and control of a foundation shall rest with its governing board.

Transactions between an institution and an affiliated foundation shall meet the normal tests for ordinary business transactions, including proper documentation and approvals. Special attention shall be given to avoiding direct or indirect conflicts of interest between the institution and the affiliated foundation and those with whom the foundation does business.

**INSTRUCTIONS FOR REIMBURSEMENT REQUESTS AND DOCUMENTATION**

---

- The Foundation reimburses University accounts for eligible expenses rather than paying vendors directly.
- Every reimbursement (ACH or check) request must include an explanation of the expenses and documentation supporting those expenses. Appropriate documentation includes invoices, documentation of labor expenses (such as Banner reports with appropriate notations), travel report summaries, etc. When documentation includes expenses for which no reimbursement is requested, please highlight the items for which reimbursement is requested.
- The Foundation reserves the right to request additional information on expenditure details prior to fulfilling a request.
- The Foundation does not make payments directly to university employees, students, or their immediate families. Payments should be processed through the University, and a reimbursement request to a university account can be processed through the Foundation.
- The Foundation does not pay scholarships directly; payments of all scholarships must be processed through the ISU Scholarship Office.
- In order to best manage assets, reimbursements over \$250,000 must be identified 60 days in advance of needed reimbursement due to investment structures.
- Return the completed Disbursement Request form, including supporting documentation, to:

ISU Foundation  
921 S. 8<sup>th</sup> Ave Stop 8050  
Pocatello, ID 83209-8050

email: [isufaccounts@isu.edu](mailto:isufaccounts@isu.edu)