MOREHEAD STATE UNIVERSITY FOUNDATION, INC.

CHECK/TRANSFER REQUEST FORM

Please submit your request at least 10 days prior to due date.

ONLY ORIGINALS WILL BE ACCEPTED - NO FAXED OR EMAILED FORMS OR RECEIPTS

Submit to: Finance Department of the MSU Foundation, Inc.
121 E 2nd Street, Suite 107 (Enrollment Services Bldg) | Phone: 783-2599 | Email: FoundationFinance@moreheadstate.edu

Date of Request: _____ Amount Requested: $ _____

Payable to: _____

If this is a transfer to MSU, please include 17 digit account number

Vendor Address: _____

_____

☐ Mail Directly to Payee

☐ Hold for Pick-up

Check received on (date): _____ Received by (Print & Sign): _____

Payment Details

Foundation Account Name & Number:

Purpose of Expenditure:

Describe how this expenditure supports MSU's mission and account purpose:
Please attach separate sheet if more room is required.

If the expenditure is for an event or travel, please attach an agenda, flyer, itinerary, web address etc. the includes the date(s), place and nature of event (conference, dinner, admissions to events, etc.). Also attach list of attendees and their relationship to MSU.

Authorizations

(All authorizations must be complete before check or transfer will be issued)

It is the responsibility of the initiator to obtain all required approvals in the area provided below. By signing, you jointly and severally certify that the expenditure has been or will be used for educationally related purposes as authorized in the fund agreement or establishment form by which this fund was established and entrusted to the MSU Foundation, Inc.

**Requests of $10,000 or above must be authorized by the appropriate University VP, as well as the University's CFO*

Requestor (Print Name) _____ Date _____

Primary Signatory _____ Date _____ *Vice President* _____ *Date*

Secondary Signatory _____ Date _____ *MSU CFO* _____ *Date*

MSU Foundation Use Only:

Available funds? yes_____ no_____ Date balance checked: _____

Director of Finance: _____

MSU Foundation CEO: _____

The following information is provided as a summary of the check request & funds transfer request process:

- Check request forms and backup documentation cannot be faxed or e-mailed.
- The initiator of the request is responsible for providing appropriate backup documentation.
- Requests payable to MSU employees for purposes other than reimbursement must be authorized by Human Resources and/or Procurement.
- If payment is for a scholarship or award, a Scholarship Processing form (found on the Foundation website) must be completed prior to payment or notifying recipient.
- Checks are processed each Tuesday. Requests must be received by noon the prior Friday. If there is a deadline issue with the request, please deliver the paperwork in person.
- Check request forms are reviewed by the Foundation Accountant for accuracy, appropriateness and to ensure supporting documentation is provided.
- The Foundation Office will notify the initiator by phone when the check is ready for pickup.
- The requestor, or someone designated by the requestor, must sign for the check in the Foundation office at 121 E 2nd Street, Suite 107 (Enrollment Services Bldg).

For inquiries related to the processing and distribution of checks, please contact the Foundation Office at 783-2599 or email FoundationFinance@moreheadstate.edu.

A report of fund activity may be provided to the fund administrator or authorized signers upon request to FoundationFinance@moreheadstate.edu.