

DATE May 7, 2018
TO: Admin Support Staff
FROM: Marla Anderson, Accounts Payable/Receivable Coordinator
SUBJECT: UND Alumni Association & Foundation Fiscal Year End Procedures – June 30, 2018

The UND AA&F promotes, accepts, and manages private gifts for the benefit of the University of North Dakota (“UND”). We recognize the importance of private gifts in providing UND colleges and departments the flexibility needed to achieve strategic objectives. We solicit, receive, record, and administer private gift funds in collaboration with UND. We both have a fiduciary responsibility to donors to ensure that funds are utilized in accordance with the terms and conditions of gifts. Consideration should be given that all expense disbursements are subject to public scrutiny and that spending activity is reportable to donors.

We are asking for your cooperation in assisting the UND Alumni Association & Foundation (UND AA&F) with the completion of accurate financial statements in a timely manner. To accomplish this, all departments are responsible in having the following documentation turned in by the appropriate dates and should clearly indicate FY18 on the paperwork:

- **Accounts Payable:** All invoices/payments that are considered an “Allowable” expenditure for the University **MUST** be processed through UND Procurement & Payment Services utilizing a UND Flow Thru Fund. Please reference the UND AA&F Fund number you wish to reimburse the expenditure in the first five characters of the description line on the Perceptive Content eForm, followed by a brief description. (due date determined by UND)

Reminder - the UNDAA&F will only consider processing expenditures, which have a valid documented business purpose, which are “Unallowable” to process through UND Procurement & Payment Services. Invoice(s) must be submitted attached to a completed RFP form to the UND AA&F, (Gorecki Alumni Center), Stop 8157, 3501 University Ave or by emailing the RFP to payrequest@undfoundation.org, on or before Friday, July 6, 2018. Transactions received after July 6th will be processed and charged to FY19.

- **Deposits:** Must be received by the UND AA&F, (Gorecki Alumni Center), 3501 University Ave, by 1:00 pm on Friday, June 29, 2018.

Questions/Comments – Please Contact:

Accounts Payable: Marla Anderson (7-2926) or

Deposits: Donor Relations (7-2611) Gift Deposits
Marla Anderson (7-2926) Misc. Deposits

Early submission of RFP’s and Deposits would be greatly appreciated.