Instructions for Radford University Foundation Expenditure Request FO-1 within Academic Affairs

This form should be completed prior to any expenditure which will be paid for using funds in a Radford University Foundation account.

At the top of the form, provide a brief, general description of the request and identify who is making the request.

The request is an estimate of actual expected expenditure. The amount should be estimated as precisely as possible. Provide detailed justification for the basis of the estimate. Describe and attach any relevant documentation already available, e.g. estimates from catering for the prospective menu.

If the proposed activity also requires a PR-40 for reimbursement, a copy of the approved form should be attached, unless both are submitted simultaneously.

If the proposed activity includes travel, an approved travel request should be attached, even if no University funds are being used for the travel. Any travel for university purposes, regardless of funding, needs to be approved using the usual travel request process. Indicate if any part of the total request will be paid for from E&G University funds. Reimbursement of travel expenditures using Foundation funds must include actual receipts; reimbursement is not at the M&I rate so expenses usually covered by M&I should be separately estimated.

If the proposed activity includes any expenditures on Food and Beverage and includes any University funds, the Food and Beverage Authorization and Payment Form should be attached. If the expenditure does not involve any E&G University funds, then the use of the form is optional. If it is not used, the proposed expenditure can be described on the form and any relevant documentation attached.

Reimbursement of actual expenditures is requested using the FO-2 form and requires support by original invoices or other documentation.

Include all calculations used in determining a request.

If actual spending is higher than the approved amount on the original FO-1, a new FO-1 form marked revised must be submitted explaining the difference.

Signatures required:

Originating requestor

Fund Guardian

Unit Head if departmental or school level foundation account / Dean if college level account

If the unit head or Dean is also the Fund Guardian, sign in both places.

Additional signatures:

President or designee, if the originator is the Provost.
Approval process

The approval process for an FO-1 is illustrated in the attached flow chart.

An individual initiates the request by gathering required information and completing the FO1 form.

The FO1 form is then submitted for approval to the Fund Guardian.

The Fund Guardian determines if the proposed spending is an appropriate use of the funds from the specified account.

If approved by the Fund Guardian, the FO-1 is forwarded to the Dean / Unit Head. If the Dean / Unit Head is also the Fund Guardian, then the same person signs twice.

The form is then submitted to the Assistant Provost for Academic Operations. The form and attachments will then be reviewed for completeness. Forms that are incomplete, lack documentation or do not comply with relevant policies for appropriate use of funds will be returned to the Dean / Unit Head for revisions.

The completed forms will then be sent to the Provost for approval.

Requests that originate with the Provost will be forwarded to the President for approval.

Once final approval is given, this form will be returned to the originating requestor. The form should then be retained and attached to the Foundation Payment Request Form FO-2.
**Academic Affairs**: Preparation and approval path for a request for spending from a Radford University Foundation account

Start at least 3 weeks prior to spending

- Attach approved travel request with estimated expenses
  - Yes
  - Prepare PR-40
    - Yes
      - Travel expenses?
      - No
        - Personnel expenses?
        - No
          - Estimate all other expenditures providing basis for values
            - Attach all relevant documents
            - Originator signs and forwards
              - Fund Guardian signs and forwards
                - Started with a VP?
                  - No
                    - Dean / Unit Head
                      - Yes
                        - Vice President
                      - No
                        - Started with Dean or Unit Head?
                          - No
                            - Started with a VP?