

The purpose of the Grant to University Accounts Form is to collect necessary information for grant processing. Since the Foundation's mission is to raise and steward donor funds, grants must be properly recorded and disbursed in accordance to account restrictions and stipulations.

Foundation accounts generally grant money to University accounts as opposed to reimbursing accounts. The grant is deposited through the Bursar using the standard AIS code: 0833 Contributions - Grants from SIUC Foundation. Using 0833 does not affect the expense on the University's books. In the end, the University records the expense and the grant as revenue. The Foundation only records the grant as paid.

Some expenses are not allowed on University accounts and must be converted to a Foundation booked expense. For these rare exceptions, additional steps are necessary. (See an exception to standard coding explained in items 5 and 6 below.) Converting an expense from AIS into Foundation is very costly and should be avoided if possible.

All fundraising expenses must be paid originally by the Foundation. A Dean entertaining a prospect/donor is one example. PCards should never be used to pay for expenditures which are fundraising in nature.

Grants made from an SIU account to another not-for-profit entity can never be reimbursed by the Foundation.

Foundation Funds should not be deposited into a State Account.

Form Instructions

1. **Form preparer and mailing address fields** - Field must be complete.
2. **Grant to be deposited into BP** - Field must be complete.
3. **Purpose of Grant:** As with any disbursement, explain how the transaction benefits the particular Foundation account. How will the grant serve the purpose(s) of the Foundation account?
4. **Provide documentation showing expenditures:** Appropriate backup includes copies of source documents such as an invoice distribution form, travel voucher, P-Card transaction detail or a purchase order. AIS ledger reports showing actual expenditure (such as a FAR report) is necessary. Backup is not necessary when working with mirrored accounts (University account title matches or nearly matches the Foundation account title).
5. **Will the coding for the transaction and subsequent deposit require an exception?** If the transaction can remain recorded on the AIS ledger, then the answer should be No. An exception is necessary in instances when an expense must be removed from a University ledger.
6. **Explain reason for exception:** The reason why policy was not adhered to and the Foundation account was not used for the original expenditure must be indicated. Grants involving an exception are subject to Vice Chancellor of Development and Alumni Relations approval.
7. **Authorization and Approvals:** Budget Officer Signature required. When an exception is requested, the expense will be recorded on the Foundation ledger. Hence, the original propriety signature rule may apply.
8. When the check arrives at the Department, it is ready to be deposited through the Bursar. Remember, grants involving a coding exception must be deposited using the same code recorded in the AIS expense transaction.

If additional information is needed, please call the SIU Foundation.

Carbondale Office
(618) 453-4900

Springfield Office
(217) 545-2955