North Carolina Central University Foundation, Inc.

Fund Authorities Policy FAQ

This FAQ provides general guidance for requesting payments from NCCU Foundation funds under the Fund Authorities Policy. It is not a substitute for the policy or for case-specific review. If this FAQ conflicts with the Fund Authorities Policy, donor restrictions, fund agreements, University requirements, or applicable law, the more restrictive requirement controls.

Getting Started

Q: How do I request a payment from a Foundation fund?

A: Complete Sections A and B of the NCCUF Payment Request Form (2026), attach all required receipts, invoices, and supporting documentation, and submit the request to foundation@nccu.edu. Each request must include authorization from the Athletic Director, Vice Chancellor, Chancellor, or other appropriate senior official before submission. Submission does not guarantee approval or payment.

Q: Is there a submission deadline?

A: Yes. Requests are due by 12:00 noon on Fridays. Meeting the deadline does not guarantee processing in the same cycle if documentation, approvals, fund availability, or compliance review is incomplete.

Q: What are the three request types?

A: Employee Reimbursement, Vendor Invoice, and University Transfer. Select the correct type in Section B of the form.

Q: How long does payment take?

A: Standard processing time is generally 10 to 15 business days after the Foundation receives a complete request with all required documentation, approvals, and compliance information. Processing may take longer if additional review is required.

Q: What happens if my request is incomplete?

A: Incomplete requests cannot be processed and may be returned without payment. The Foundation may notify the department of missing requirements within 24 to 48 hours, but departments remain responsible for ensuring that each submission is complete, accurate, allowable, and properly approved.

Account Codes

Q: How do I choose an account code?

A: In Section B, select the account code that best matches the expense from the drop-down list, using the Account Code Guide on page 2 of the form for descriptions (for example, 20-50523-00 Travel, 20-50513-00 Meeting Expense, 20-50505-00 Professional Service).

Q: What if I have more than one expense code on a single request?

A: Leave the drop-down account-code field **blank** and include an itemized breakout in the email submission, identifying each account code and corresponding dollar amount.

For example:
20-50523-00 Travel: $450.00
20-50543-00 Application Fee: $175.00
20-50513-00 Meeting Expense: $90.00

The total of the listed codes should equal the payment amount on the form.

Vendors & W-9 Documentation

Q: When do I need a W-9?
A: Any time you engage an individual or business for services, you must have a current IRS Form W-9 on file before services are requested, performed, or paid.

Q: How often must a W-9 be updated?
A: W-9 forms must be updated every three years, or sooner if the vendor's information changes.

Q: What documentation supports a vendor payment?
A: A complete vendor payment request must include valid vendor documentation, an itemized invoice or executed contract, evidence that goods were received or services were performed, a documented business purpose, confirmation that the expense is allowable for the fund, and any required tax, procurement, conflict-of-interest, or senior-level approvals. Quotes, estimates, or statements alone are not sufficient.

Q: How do I send sensitive information like banking details or a W-9?
A: Only through Foundation-approved secure methods (such as a secure portal or encrypted transmission). Do not email banking information, tax documents, or ACH authorizations through unsecured methods.

Food & Events

Q: What documentation is required for a food-related event?
A: Submit a complete attendee list, except for student-related events, along with the event date, business purpose, event description, and itemized supporting documentation. Requests lacking required documentation, approvals, or a clear business purpose will not be processed.

Q: Do I need Foundation pre-approval for Aramark catering?
A: No. Aramark catering does not require prior Foundation approval for the Aramark portion. However, the payment remains subject to documentation requirements, fund availability, donor restrictions, business-purpose standards, University requirements, and any additional review the Foundation determines is necessary.

Employee Reimbursements

Q: What do I need to be reimbursed?

A: Submit the request within a reasonable period after the expense is incurred and in accordance with any applicable policy deadlines. Include proof of payment, an itemized receipt or invoice, a documented business purpose, and all required approvals. For meals or events, include the attendee list and event details. Reimbursement is subject to fund availability, allowability, documentation, and compliance review.

Q: What if I lost a receipt?

A: Provide a written explanation and any substitute documentation the Foundation requires. Submitting substitute documentation does not guarantee reimbursement.

Q: Can I approve my own reimbursement?

A: No. You may not approve a payment to yourself or to a business in which you have a financial interest or an actual or apparent conflict of interest.

University Transfers

Q: How do I request a transfer from a Foundation fund to a University trust account?

A: Select "University Transfer" as the request type in Section B, identify the receiving University trust account in the Account/FOAP Number field, and state the purpose of the transfer in the Purpose of Payment field.

Payments, Fees & Timing

Q: How will I be paid, and are paper checks still issued?

A: Beginning in August 2026, paper checks are expected to be discontinued with the launch of the REPAY e-pay portal. Payments will generally be issued by ACH electronic transfer unless the Foundation approves a written exception. Departments and vendors must ensure that current banking information and any required ACH authorization are on file through Foundation-approved secure methods.

Q: What if a vendor does not accept ACH?

A: Contact the Foundation at foundation@nccu.edu before submitting or committing to the payment. Exceptions to the ACH requirement are limited, must be approved in writing by the Foundation, and may require additional documentation or review. A vendor's preference for another payment method does not, by itself, establish an exception.

Q: What is the Foundation processing fee?

A: Effective July 1, 2026, the fee changed from a per-check charge to a monthly fee equal to one-half of one percent (0.5%) of each fund's monthly balance, subject to donor restrictions, fund agreements, and any applicable Foundation determinations.

Travel

Q: What rules apply to Foundation-funded travel?

A: All Foundation-funded travel must comply with applicable University travel guidelines and any donor, grant, or fund restrictions. Requests must meet these requirements before they can be processed.

Recordkeeping & Retention

Q: What records do I need to keep, and for how long?

A: Departments must retain complete records for all requests, including forms, invoices, receipts, attendee lists, business-purpose documentation, approvals, W-9s, ACH authorizations, and related correspondence. Keep records in accordance with the Foundation's document retention policy and any applicable legal, tax, audit, donor, or institutional requirement, whichever period is longer. Records with sensitive information must be stored securely.

Approvals & Sensitive Expenses

Q: Who has to approve my request?

A: The authorized fund holder or designated departmental approver must review and approve the request before submission. Authorization from the Athletic Director, Vice Chancellor, or Chancellor is required for all requests. Additional approvals may be required based on the nature of the expense, fund restrictions, tax considerations, conflicts of interest, or other compliance requirements.

Q: Which expenses need extra review or pre-approval?

A: Expenses involving alcohol, gifts, prizes, awards, donations, entertainment, memberships, political activity, lobbying, employee reimbursements, honoraria, or other sensitive categories require heightened review and may require additional documentation, tax review, senior approval, or written authorization from the Foundation before the expense is incurred or paid. Required approvals must be obtained before funds are committed. Expenses that do not meet applicable requirements will not be paid.

Q: How do exceptions to the policy work?

A: Exceptions are limited and must be approved in writing by the Foundation and, when applicable, the appropriate University official before the commitment is made or the expense is incurred. The approval must identify the requirement being waived, the business justification, any conditions, and the approving authority. Verbal approvals or after-the-fact requests should not be relied upon.

Scenarios

The following scenarios illustrate how the policy may apply to common payment situations. Actual determinations depend on the facts, documentation, fund restrictions, approvals, and any required compliance review.

Scenario 1: Department holiday reception catered by Aramark

A department is hosting a holiday reception with Aramark catering. Foundation pre-approval is not required for the Aramark portion, but the payment remains subject to fund availability, donor restrictions, documentation requirements, and business-purpose review. Submit the Aramark invoice with a payment request, including the event date, business purpose, event description, and attendee list or approved substitute documentation.

Because this is a large, open gathering rather than a closed meeting, an approximate headcount and a description of the invited group are acceptable in place of individual names (student-related events are excluded from the attendee list requirement). Use account code 20-50513-00 Meeting Expense.

Scenario 2: Paying an outside consultant

A consultant is engaged to deliver a workshop. Before services begin, obtain a current W-9 and confirm that the engagement, scope, payment terms, and approval requirements are properly documented. After the work is completed, submit a Vendor Invoice request with the itemized invoice, evidence that the service was performed, and a documented business purpose. Use account code 20-50505-00 Professional Service unless another code is determined to be more appropriate.

Scenario 3: Conference trip reimbursement with several expense types

An employee attended a conference and is seeking reimbursement for airfare, lodging, the registration fee, and a business meal. Because the request includes more than one account code, leave the drop-down account-code field on the form blank and itemize the codes in the email. For example: 20-50523-00 Travel $450.00, 20-50543-00 Application Fee $175.00, and 20-50513-00 Meeting Expense $90.00. The itemized total must match the amount on the form. Attach proof of payment, itemized receipts, the business purpose, and attendee details for the meal. Travel reimbursements are subject to University travel guidelines, fund restrictions, allowability, and compliance review.

Scenario 4: Vendor that cannot accept ACH

A vendor indicates that it cannot receive ACH payments. Contact foundation@nccu.edu before submitting the request or committing to the payment. The Foundation will determine whether a written exception to the ACH requirement may be approved and what additional documentation, review, or payment method may be required. Paper checks should not be presumed available after their expected discontinuation in August 2026.

Scenario 5: Engaging a business owned by a University employee

A department seeks to engage a vendor owned by a University employee. This arrangement requires conflict-of-interest review before services are requested, performed, or paid. The department must disclose the employee relationship in writing and document the business purpose, necessity, reasonableness of the cost, and selection rationale. Written authorization from an appropriate University official is required before any commitment is made, and the employee associated with the business may not participate in the selection, approval, or payment process.

Scenario 6: Transferring funds to a University trust account

A department needs to transfer funds from a Foundation fund to a University trust account. Select University Transfer as the request type, enter the receiving trust account in the Account/FOAP Number field, and describe the purpose in the Purpose of Payment field so the transfer is clearly documented. Transfers remain subject to donor restrictions, fund availability, institutional requirements, and Foundation review.

Questions not covered here? Email foundation@nccu.edu.
