Fund Authorities Policy

Effective July 1, 2026

Purpose

This policy establishes the requirements and procedures governing the disbursement of funds of the North Carolina Central University Foundation, Inc. It applies to all university departments, employees, and authorized fund holders who request payments, engage vendors, or facilitate events supported by Foundation accounts. Compliance with these standards safeguards the integrity of Foundation funds and supports timely, accurate, and compliant processing of all requests.

Scope

This policy applies to all payment and reimbursement requests submitted against NCCU Foundation accounts. Fund holders and requesting departments are responsible for ensuring that all requests comply with the requirements set forth in this policy.

Key Terms

For purposes of this policy, "applicable requirements" means all Foundation requirements, university policies incorporated by reference, donor restrictions, fund agreements, tax requirements, audit standards, procurement requirements, privacy and security standards, and any applicable federal, state, or institutional obligations.

"Foundation-approved secure methods" may include secure portal submission, encrypted transmission, or other methods designated by the Foundation for transmitting banking information, tax documentation, ACH authorizations, or other sensitive information. "Appropriate university official" means the university officer or designee with authority over the matter being reviewed, which may include the Provost, Chief Counsel, or another authorized official identified by the university or Foundation.

Catering & Event Payments

Catering services facilitated by Aramark do not require prior approval from the Foundation. The requesting department is responsible for submitting the applicable invoice to the Foundation for processing. Aramark invoices remain subject to review and must comply with all applicable documentation, fund availability, donor restrictions, business-purpose, and event substantiation requirements.

Food & Event Documentation

All food-related events must include a complete attendee list (excluding student-related events), the event date, the business purpose, and a description of the event, all submitted with the payment request. Requests for food or event expenses that lack the required documentation will not be processed until the missing materials are provided.

Check Requisition Requirements

To avoid processing delays, payment request forms must be completed in full, accompanied by all required supporting documentation, and submitted electronically to foundation@nccu.edu. Banking information, tax documentation, ACH authorizations, and other sensitive information must be submitted only through Foundation-approved secure methods. Incomplete submissions cannot be processed and will delay payment. The Foundation will notify departments of missing requirements within 24 to 48 hours.

W-9 Documentation for Vendors

When engaging individuals or businesses for services, departments must obtain a current IRS Form W-9 before services are requested, performed, or paid. As a Foundation control requirement, W-9 forms must be updated every three years or sooner if vendor information changes. Departments are responsible for confirming that a current and valid W-9 is on file before engaging services or requesting payment. Vendors must be reviewed for eligibility, completeness of required documentation, and consistency with applicable tax reporting, procurement, conflict-of-interest, and payment control requirements.

Vendor Payment Controls

Vendor payments must be supported by a complete payment request, valid vendor documentation, an itemized invoice or contract, evidence of goods received or services performed, documented business purpose, and confirmation that the expense is allowable for the applicable Foundation fund. Payments may not be processed based solely on quotes, estimates, statements, or informal requests unless otherwise approved in writing by the Foundation.

Departments must verify that the vendor name, taxpayer information, invoice number, invoice date, payment amount, remittance information, and banking information, if applicable, are accurate and consistent across all supporting documentation before submission. Requests must be reviewed to prevent duplicate payments, unauthorized charges, payments to ineligible vendors, and payments that exceed approved amounts or available fund balances.

Individuals may not approve a payment to themselves, to a business in which they have a financial interest, or to a vendor relationship in which they have an actual or apparent conflict of interest. Payment requests must include appropriate departmental authorization and may be subject to additional Foundation review when the vendor, amount, purpose, funding source, or supporting documentation presents elevated risk.

Vendor payment requests that lack sufficient documentation, contain inconsistent vendor or payment information, appear duplicative, exceed available funds, conflict with donor restrictions, or do not comply with applicable tax, procurement, conflict-of-interest, privacy, security, or internal-control requirements may not be processed until the issue is resolved and may be referred for additional Foundation review when appropriate.

Employee-Owned Businesses

Any business that is owned, operated, controlled by, or otherwise affiliated with a university employee must be reviewed for potential conflict of interest before services are requested, performed, or paid. The requesting department must disclose the employee relationship in writing and provide documentation supporting the business purpose, necessity of the engagement, reasonableness of the cost, and compliance with applicable procurement, ethics, and conflict-of-interest requirements.

The Foundation requires written authorization from an appropriate university official before any commitment is made, services are rendered, or a payment request is processed for an employee-owned or employee-affiliated business. The employee associated with the business may not initiate, approve, influence, or otherwise participate in the selection, authorization, receipt, or approval of the related goods or services.

Requests involving employee-owned or employee-affiliated businesses must include the required disclosures, approvals, and supporting documentation before they can proceed. Transactions presenting an unresolved conflict of interest or appearance of impropriety may be referred for additional review or other appropriate action.

Foundation Processing Fee

The Foundation processing fee will change from a per-check charge to a monthly processing fee. Effective July 1, 2026, each fund will be assessed a monthly fee equal to one-half of one percent (0.5%) of the fund's monthly balance, calculated using the balance methodology established by the Foundation and subject to donor restrictions, fund agreements, and applicable Foundation policies.

Payment Processing & Method

The standard processing time for approved requests is 10 to 15 business days from receipt of a complete requisition and all required documentation.

Effective August 1, 2026, paper checks will be discontinued. All payments will be issued by Automated Clearing House (ACH) electronic transfer. Departments and payees are responsible for ensuring that current banking information and any required ACH authorization are on file to avoid disbursement delays.

Travel

All travel funded through the Foundation must comply with applicable university travel guidelines and any donor, grant, or fund restrictions. Travel-related requests must meet these requirements before processing.

Recordkeeping & Retention

Departments must retain complete and accurate records for all payment, reimbursement, travel, event, vendor, and fund-related requests, including submitted forms, invoices, receipts, attendee lists, business-purpose documentation, approvals, W-9 forms, ACH authorizations, correspondence, and any other supporting materials. Records must be retained in accordance with the Foundation's document retention policy and any applicable legal, tax, audit, donor, grant, or institutional requirements, whichever period is longer. Records containing banking, tax, or other sensitive information must be maintained securely and made available to the Foundation upon request for review, audit, or compliance purposes.

Approval Authority & Exceptions

Payment and reimbursement requests must be reviewed and approved by the authorized fund holder or designated departmental approver before submission to the Foundation. Requests approval is required from the Athletic Director, Vice Chancellor, or other appropriate senior official for the respective department. Approvers are responsible for confirming that each request is complete, properly documented, allowable for the applicable fund, consistent with donor restrictions, and supported by a legitimate business, charitable, educational, or institutional purpose.

Exceptions to this policy must be approved in writing by the Foundation and, when applicable, by the appropriate university official before a commitment is made, an expense is incurred, a service is performed, or a payment is processed. Exception approvals must identify the specific requirement being waived or modified, the business justification for the exception, any conditions imposed, and the official approving the exception.

Prohibited, Restricted, and Special-Approval Expenses

Certain expenses are not allowable or require additional review before Foundation funds may be committed or used. Foundation funds are not allowable for personal expenses, unauthorized purchases, expenses that conflict with donor intent or fund restrictions, or expenses that do not support a documented business, charitable, educational, or institutional purpose. Expenses involving alcohol, gifts, prizes, awards, donations, entertainment, memberships, political activity, lobbying, employee reimbursements, honoraria, or other sensitive categories may require additional documentation, tax review, senior approval, or written authorization from the Foundation before the expense is incurred or paid.

Departments are responsible for obtaining required approvals before committing Foundation funds. Requests for expenses that require additional review may not be processed until the required justification, authorization, tax documentation, donor restriction review, or other supporting materials are provided.

Fund Availability and Reimbursement Requirements

Departments must confirm that sufficient funds are available and that the proposed expense is allowable for the applicable Foundation fund before making commitments, engaging vendors, hosting events, or incurring expenses. The availability of funds does not, by itself, authorize an expense if the expense is inconsistent with donor restrictions, fund agreements, Foundation policy, university requirements, or applicable law.

Reimbursement requests must be submitted within a reasonable period after the expense is incurred and must include proof of payment, an itemized receipt or invoice, documented business purpose, required approvals, and any other supporting materials requested by the Foundation. The Foundation may determine whether a reimbursement request was submitted within a reasonable period based on the circumstances, timing, available documentation, and applicable requirements. Reimbursements that are late, unsupported, inconsistent with the applicable fund purpose, or otherwise noncompliant may require additional review or corrective documentation before processing.

If a required receipt or supporting document is unavailable, the requester must provide a written explanation and any substitute documentation required by the Foundation. Submission of substitute documentation does not ensure reimbursement or payment approval.

Compliance and Legal Review

All requests submitted under this policy are subject to review for compliance with applicable Foundation requirements, university policies incorporated by reference, donor restrictions, fund agreements, tax requirements, audit standards, and applicable federal, state, or institutional obligations. If a conflict exists between this policy and a donor restriction, fund agreement, law, regulation, or other controlling requirement, the more restrictive requirement shall govern unless otherwise approved in writing by the Foundation and appropriate university officials.

Before payment is approved, the Foundation may require additional documentation to verify the business purpose, charitable or institutional purpose, allowable use of funds, vendor eligibility, payment authorization, and compliance with applicable procurement, travel, conflict-of-interest, and financial control requirements. Requests involving employee-owned businesses, restricted funds, unusual expenses, missing documentation, or potential conflicts of interest may be escalated for additional review before services are rendered or payment is processed.

Administrative fees, including the Foundation processing fee, must be assessed in a manner consistent with donor intent, applicable fund agreements, and Foundation policies. Restricted or purpose-specific funds may require additional review before any administrative fee is charged.

Banking information, tax documentation, ACH authorizations, and other sensitive records must be collected, transmitted, stored, and used in accordance with applicable privacy, security, and internal control standards and only through Foundation-approved secure methods. Payees may be required to provide written authorization for ACH payments, and departments must not transmit sensitive payment information through unsecured methods.

The Foundation may require incomplete, unsupported, or noncompliant requests to be corrected before processing and may refer higher-risk matters for additional review by appropriate university or Foundation officials. Corrective actions may include additional documentation, supplemental approval, repayment, fund reclassification, or other appropriate administrative action. Repeated or material noncompliance may result in suspension of fund disbursement privileges, heightened review of future requests, or other appropriate institutional action. Nothing in this policy supersedes legal, tax, audit, donor, or institutional obligations that may apply to a specific transaction or fund.