NCCU FOUNDATION

Payment Request / Reimbursement Form

INSTRUCTIONS - PLEASE READ BEFORE COMPLETING

Complete Sections A & B, attach all receipts / invoices, and email to foundation@nccu.edu.
Due Friday by 12:00 NOON to process the following week. Incomplete requests are returned (see Section C).

SECTION A Requestor Information

Date ____ **Name of Person Preparing Form** ____ **Telephone Number** ____

SECTION B Payment Details

Request Type ○ **Employee Reimbursement** ○ **Vendor Invoice** ○ **University Transfer**

Payee Name ____ **Business Tax ID** ____

☐ **W-9 on file for this payee**

Payee Address ____

Amount ($) ____ **Purpose of Payment** ____

Foundation Account Name ____ **Account/FOAP Number** ____

Account Code *(select from list — see Account Code Guide on page 2 for descriptions)*

-- Select account code --

Fund Authority - Name ____ **Fund Authority - Signature** ____

Signature

ATHLETIC DIRECTOR / VICE CHANCELLOR / CHANCELLOR AUTHORIZATION *(Required for all payment requests)*

Name ____ **Signature** ____

☐ **CERTIFICATION:** I certify this request is accurate, complies with University / Foundation policies, and has no conflict of interest.

SECTION C Foundation Approval

Return Request (Foundation use only): -- Not returned --

☐ **Department balances have been reviewed and verified.** *(available funds confirmed prior to approval)*

Approver 1 — Print Name / Title ____

Signature ____ Date ____

Approver 2 — Print Name / Title ____

Signature ____ Date ____

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ACCOUNT CODE GUIDE

For reference when selecting the Account Code in Section B

Account No.	Account Name	Description
20-50505-00	**Professional Service**	Payments for legal, audit, accounting, consulting, contractors, honoraria, and other professional services.
20-50506-00	**Office Expense**	General administrative expenses including office supplies, printing, postage, books, subscriptions, and other office operating costs.
20-50511-00	**Miscellaneous Expense**	Unusual or infrequent expenses that do not clearly belong in another account. Use only with Controller approval.
20-50513-00	**Meeting Expense**	Costs for business meetings, conferences, official events, donor stewardship, business meals, entertainment, and event admission tickets.
20-50514-00	**Advertising**	Advertising, marketing, promotional materials, public relations, and media purchases.
20-50516-00	**Membership Fees**	Organizational memberships, professional association dues, and institutional subscriptions not included in Office Expense.
20-50517-00	**Office Equipment**	Office equipment, furniture, and non-capital equipment purchases below the capitalization threshold.
20-50522-00	**Insurance**	Insurance premiums, deductibles, and other insurance-related costs.
20-50523-00	**Travel**	Airfare, lodging, mileage, ground transportation, parking, tolls, and other approved travel expenses.
20-50528-00	**Rental Expenses**	Facility rentals, equipment rentals, storage, temporary space, and moving-related expenses.
20-50530-00	**Technology Systems**	Software subscriptions, cloud services, licensing, technology support, maintenance agreements, and other IT-related costs.
20-50532-00	**Uniforms**	Uniforms, apparel, athletic equipment, and similar program-related equipment purchases.
20-50543-00	**Application Fee**	Registration fees, application fees, certification fees, examination fees, and similar participation costs.
20-50546-00	**Program Supplies**	Supplies and materials directly supporting Foundation or University programs and events.
20-50547-00	**Program Fees**	Payments supporting program operations, participant costs, contracted program services, direct program support, tuition, and other approved educational program costs.
20-50551-00	**Grants and Scholarships**	Scholarships, grants, fellowships, stipends, and other approved financial assistance to students or organizations.
20-50557-00	**Housing**	Housing, lodging, residence hall charges, temporary accommodations, and housing assistance provided under approved programs.
20-50568-00	**University Expense**	Approved expenditures paid on behalf of the University that support University operations, departments, or institutional initiatives in accordance with Foundation policies.