

Deposit of Revenue to IU Foundation (Form and Instructions)

Updated 4/21/2011

DEPOSITING OF REVENUE TO THE IU FOUNDATION
TO COVER UNALLOWABLE EXPENSES IN CONNECTION WITH
WORKSHOPS/CONFERENCES OR OTHER REVENUE PRODUCING ACTIVITY
IU FINANCIAL INSTITUTIONAL POLICY, I-460

FUNDS DEPOSITED TO IUF ACCOUNT # _____

IUF ACCOUNT TITLE _____

AMOUNT DEPOSITED \$ _____

ATTACHED IUF CHECK REQUEST # _____

REVENUE GENERATED ACTIVITY _____

FOR DV PREPARATION:

ACCOUNT USED FOR THIS PURPOSE* _____

*This account must be the same account that receive income and expenses

ACCOUNT TITLE _____

INCOME AMOUNT RECEIVED FOR THIS EVENT/PURPOSE: \$ _____

BE SURE TO CHECK ATTACHMENT BOX

OBJECT CODE: 4026

PAYMENT REASON: REIMBURSEMENT FOR OUT OF POCKET EXPENSE

FIS DV DOCUMENT # _____ USED TO DEPOSIT FUNDS AT IU FOUNDATION.

TOTAL AMOUNT OF RECEIPTS ATTACHED \$ _____ THAT ARE TO BE
PAID BY IU FOUNDATION (NOTE: RECEIPTS MUST BE ATTACHED)

APPROVALS

ACCOUNT FISCAL APPROVAL: _____ DATE _____

IUB CAMPUS APPROVAL: _____ DATE _____

Rozzie Gerstman, VPCFO - Bryan Hall 212

FMS ACCOUNTS PAYABLE _____ DATE _____

Charles Sinex, FMS - Poplars 538

*This form can also be found on the CATS Website.

INSTRUCTIONS FOR DEPOSITING REVENUE TO IU FOUNDATION

- An IU account has been created to receive income and expense associated with a revenue producing activity; such as, conference/workshops or selling of products/services.
- An expense associated with the activity has being unallowable under the IU policy such as purchase of alcohol, this expense may covered through IU Foundation
- Create and attach IUF Check Request payment or reimbursement with original receipts
- Create a DV associated with the account that received the income for the activity
- The DV will be used to transfer a portion of the revenue to the IU Foundation to cover only the unallowable expense.
- Once the DV is complete, print the document, attach to the receipt(s) and to the form that needs campus budget office approval.
- Complete the transfer approval form, attach all receipts and a copy of the DV together
- Electronically send the DV on for appropriate routing
- Send the documents to Rozzie Gerstman, VPCFO - Bryan Hall 212 for further review – which may include discussion with an RC fiscal officer otherwise the documentation will go on to Accounts Payable (Charles Sinex, FMS - Poplars 538) for processing.
- On the DV always use object code 4026 and the reason of “reimbursement for out of pocket expenses.
- **Note: Be sure to check the box for ATTACHMENTS. This alerts Accounts Payable to send supporting documents to IUF.**