

*Ensuring the Future...*

NORTH CAROLINA A&T UNIVERSITY FOUNDATION, INC.

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Administrative Policies and Guidelines

The administrative policies and guidelines listed below are provided to ensure that the mission of the Foundation is accomplished. Insofar as it is in keeping with donor preferences, all private gifts, grants and contributions bestowed to the university are deposited in the Foundation.

A management fee is assessed on all eligible gifts, grants and contributions excluding scholarships. The Foundation conducts formal fundraising campaigns on behalf of NCA&T, as the need arises, in conjunction and cooperation with A&T's Office of Development and University Relations.

The Foundation provides resource personnel to assist A&T faculty and staff in the preparation and submission of proposals.

The Foundation, in collaboration with A&T personnel, identifies and establishes ongoing relationships with potential funding agencies.

In cases where university units and personnel establish and develop their own fundraising capability, the Foundation provides a depository, a management and distribution service with requirements agreed upon by the Foundation and the relevant university personnel.

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Non-Discriminatory Policy

At a meeting of the governing board held on March 9, 2000, the board adopted a policy of non-discrimination as follows:

No person is excluded from services because of race, color, religion, sex, age, national origin or physical or mental disability.

There is no discrimination on the basis of race, color, religion, sex, age, national origin or physical or mental disability with regard to hiring, assignment, promotion or other conditions of staff employment.

There is no discrimination on the basis of race, color, religion, sex, age, national origin or physical or mental disability in membership on the agency's governing body.

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Gifts and Donations Policy

OBJECTIVE: To provide secure handling of checks, cash, etc. for acceptance by the foundation. To process gifts, grants, donations, contributions as designated by the donor.

Gifts, etc. are submitted by donors and accepted by the foundation for the purposes as designated by the donor. Checks should be made payable to the **N C A&T University Foundation, Inc.**

Documents should include the donor's letter and/or transmittals designating the department, school and/or college, purpose and other specific instructions, as well as other specific criteria related to the gift.

Receipts and acknowledgments are generated within forty-eight hours after the gift is accepted by the foundation. The receipt and acknowledgments should include the date, receipt number, amount, name and address of the donor, and purpose of the gift.

Donors may specify the terms, conditions and criteria of their gifts. The gift may state investment purposes. Any gift received, which may cause a hardship or may cause the foundation to lose its' tax exempt status, should be reviewed by the business manager and executive director.

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Purchase Request Policy

BACKGROUND:

Numerous purchase requests and calls are being made to the Foundation for emergencies. These emergencies are creating unnecessary delays in processing of purchases orders for departments submitting their purchase requests in a timely manner. The following policy has been approved in order to avoid an increase

of administrative fees as well as avoiding an increase of additional staff to process the emergencies.

POLICY:

To maximize and provide efficient and timely service to all departments, the foundation can no longer honor requests for emergencies. All purchase requests will be processed within three working days. Therefore, with careful planning and cooperation from the departments, we can keep expenses to a minimum.

The purchase request form is a request submitted by a department requesting a purchase order to purchase items from a budget or fund account.

The purchase request form is not an obligation. The purchase order issued by the foundation obligates the foundation to the vendor.

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Procedures for Purchase Requests

The procedures for submission of purchase requests are as follows:

The purchase request is stamp dated when received by the foundation. In order for the purchase request to be valid, the request should have the following information listed:

An Account Number
The grant or fund name
Name and complete address of the vendor including zip code
Description of the item(s) to be purchased
Cost of the item (s)
Date and Signature of the individual requesting the purchase order
Date of the request
Signature of the dean of the school or college
Sales tax (separate line from cost of the item(s)).
Stipends must list social security numbers
The request is pre-audited by the accounts payables specialist in the foundation office for the following:

Availability of funds
Signature of the dean of the school or college
Cost of the item(s)
Name and complete address of the vendor including zip code
Sales Tax
If the fund account can be used for the purpose specified

Original documents (copies are not acceptable)

Reimbursement for purchases must have original receipts/invoices attached in order to process a request
Stipends with social security numbers
The request is processed for a purchase order within three working days of receiving the request.

**A purchase request is the official request.
The foundation does not process emergency**

requests.

All requests submitted to the foundation are processed in the order in which they are received.

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Download a Purchase Request Form:

Purchase Request Form

North Carolina A&T University Foundation: 200 N Benbow Rd. Greensboro, NC 27411
(Phone) 336-433-5560 (Fax) 336-332-8445

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