

Requesting Payments or Fund Transfers

All payments or fund transfers are initiated with the “Check/Transfer Request Form”. This form should be completed by the individual requesting the payment or transfer, and then sent to A/P at the SOU Foundation for processing. Before submitting a request, the following must be considered:

- Payments and transfers are processed on the 15th and last day of the month (or immediately prior business day).
- All requests must be received at least 5 business days prior to processing dates in order to be included.
- The SOU Foundation only makes payments to SOU or third parties via physical checks. These checks require signatures from SOU Foundation trustees. Signatures on checks may take up to 5 business days, before a check is ready to issue.
- Expenses that can be paid by SOU via an index should not be paid directly to vendors using this form. Instead, follow the SOU A/P procedures for paying from your index. Then, submit this form for a payment to that SOU index as reimbursement (or request in advance).

Required on the Check/Transfer Request Form:

1. What kind of payment is this?
 - a. Payment to SOU Index Code: This is the primary type of request. The expense is being paid by SOU.
 - b. Third Party Payment: You are requesting that the Foundation send a check to an individual or organization, for an expense that can not be paid by SOU (ie. Alcohol or fundraising expenses). These types of requests require receipts or supporting documentation.
 - c. Transfer between Foundation Funds: This is a rare request, done only when the recipient fund is more restrictive than the source fund (ie. From a discretionary fund to a scholarship fund).
2. Who are you sending funds to? If you are requesting payment to an SOU index, you must write “SOU” in this section.
3. What fund are you charging against?
4. What are you purchasing or using these funds for? Be as specific as possible.
5. Signed by authorized signers of the fund.