UNIVERSITY OF THE DISTRICT OF COLUMBIA FOUNDATION, INC.

EXPENSE PROCESSING POLICY

PURPOSE

The UDC Foundation aims to provide efficient and transparent support to fund managers and grant principal investigators through the management of spending processes, including payment of invoices, stipend awards, and reimbursements. This policy outlines the procedures for getting program or project expenses paid and the expectations of fund managers.

REQUESTING PAYMENT

To process payment for a grant, program and discretionary expense, one must complete a Disbursement Request Form, ensuring it is signed by the authorized account manager for the grant, program or discretionary fund account. The completed form, along with any necessary supporting documentation including invoices, receipts, etc. should be submitted in one email to tiffany.featherstone@udc.edu. Invoices or requests for payment that are sent separately without a signed Disbursement Request Form will not be processed.

NEW PAYEES

All new payees must complete a UDC New Vendor ACH Enrollment form and provide a W9 form for tax purposes. These forms should be submitted along with the Disbursement Request.

PROCESSING TIME

Please allow 14 days for payment of disbursement requests, as the Foundation has several internal approval levels and utilizes a third-party vendor for processing. We are not able to adjust or expedite processing times, so please plan ahead to avoid late payments. The Foundation no longer writes checks manually. All payments are processed through our third-party payment system.

LIMITATIONS & REPORTING

Please note the Foundation does not have the capacity to place orders, interface with suppliers, or pick up deliveries. Fund managers are responsible for managing their own accounts and tracking account balances. Balance reports will be provided at the end of January, April, July, and October.

FORMS

For access to the referenced forms please refer to the following links:

- UDCF_Fillable_Disbursement_Request Form
- UDC Fillable_New Vendor ACH Enrollment_Form
- Fillable_Blank_W-9

CONTACT INFORMATION

For any inquiries or assistance regarding expense processing policies and procedures, please contact Tiffany Featherstone at 202-274-6751 or tiffany.featherstone@udc.edu. This expense policy is subject to review and updates as necessary.