

Deposit of Revenue to IU Foundation (Form and Instructions)

Updated 9/5/2013

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, [FIN-ACC-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*

PLEASE USE OBJECT CODE: 4026

PAYMENT REASON: REIMBURSEMENT FOR OUT OF POCKET EXPENSE

KFS 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, Bryan Hall 007

FMS ACCOUNTS PAYABLE: _____ DATE _____

Charlie Sinex, FMS – Poplars 538

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 conferences/workshops or selling of products/services.
- An expense associated with the activity has been unallowable under the IU policy such as purchase of alcohol; this expense may be 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 and attach all receipts and a copy of the DV together.
- Electronically send the DV on for appropriate routing.
- Send the documents to Rozzie Gerstman - Bryan Hall 007 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.**

Thank you!