INDIANA UNIVERSITY
FOUNDATION

Best Practices – Recommendations from IUF

Scholarship Reimbursement E-docs

- This environment is a protected environment
  - It is a safe place to attach documentation to verify donor intent
- Multiple students can be processed on the same e-doc if:
  - The reimbursement is being paid from the same IUF account

Scholarship Reimbursement E-docs

- Cross reference
  - Annual renewals
  - Awards that were posted AY (fall to spring)

Scholarship Reimbursement ?

Doc Nbr:	57506465	**Status:**	FINAL	**Copied from Document Id:**	56089690
Initiator:	loveless	**Created:**	01:40 PM 01/25/2017		

Notes and Attachments

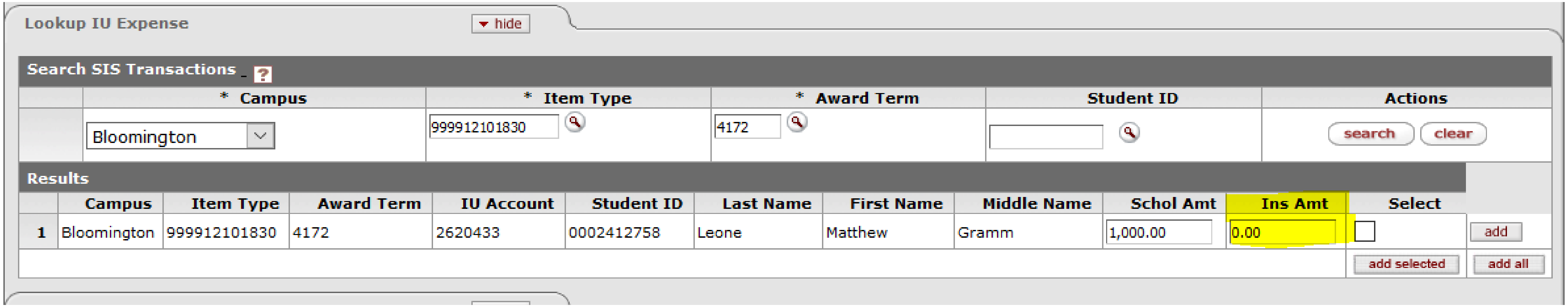
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				Browse... No file selected. CANCEL		add
1	01/25/2017 01:40 PM	Loveless, Tami Renae	copied from document 56089690			send
2	01/25/2017 01:44 PM	Loveless, Tami Renae	Fall 2016 paid on E56089690			send
3	01/26/2017 08:45 AM	Gries, Mary J	complies per donor intent review			send

Scholarship Reimbursement E-docs

- **Non-SIS Transactions**
  - For use on an **EXCEPTION** base only
    - Manual entry, more room for error
    - Doesn't always pull in student information from SIS
  - Make sure to **EXPLAIN** why the transaction was not processed using the item type that was used for posting the award to the student record
  - **CALL** with questions

Scholarship Reimbursement E-docs

- Graduate Insurance Fees
  - It is best to process on the **ORIGINAL** scholarship reimbursement



Lookup IU Expense hide

Search SIS Transactions ?

* Campus	* Item Type	* Award Term	Student ID	Actions
Bloomington	999912101830	4172		search clear

Results

	Campus	Item Type	Award Term	IU Account	Student ID	Last Name	First Name	Middle Name	Schol Amt	Ins Amt	Select	
1	Bloomington	999912101830	4172	2620433	0002412758	Leone	Matthew	Gramm	1,000.00	0.00		add
											add selected	add all

Scholarship Reimbursement E-docs

- Graduate Insurance Fees continued
  - **IF** you realize after the original reimbursement was processed that a graduate student has insurance fees, you can process these fees as a **Non-SIS Transaction**

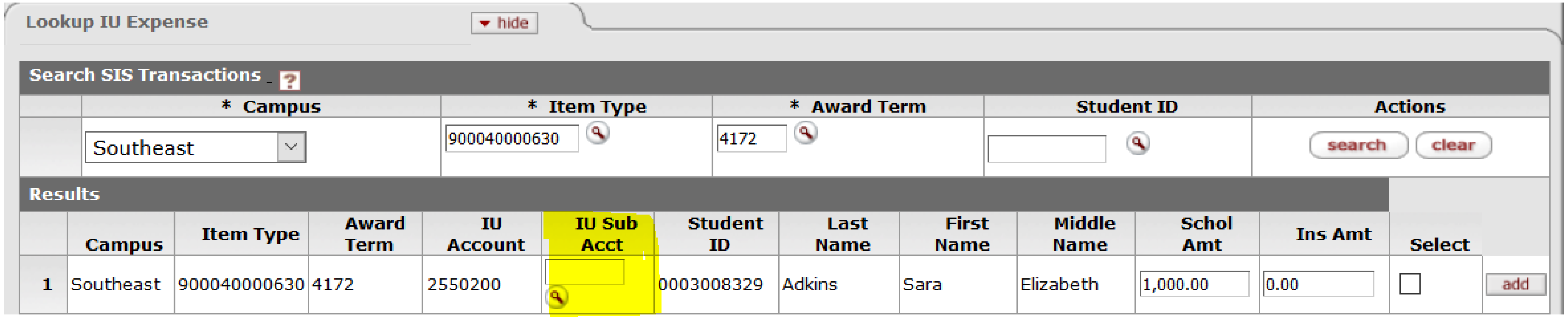
Non SIS Transactions (hide)

To										
	Award Term	Chart	IU Account	Student ID	Last Name	Middle Name	First Name	Amt	Reason	Actions
add:	4172 Spring 2017	BL BLOOMINGTON	2620433 CASWELL FAMILY FELLOWSHIP	0002412758	Leone	Gramm	Matthew	0.00	Health insurance fees	add

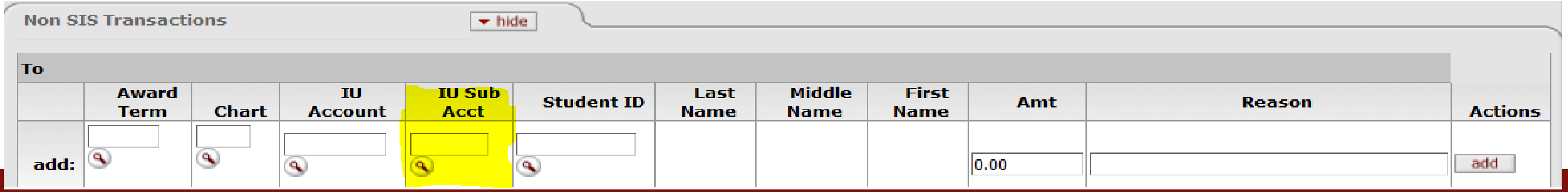
  - **PLEASE** reference the original reimbursement e-doc # to link the health insurance fees to the award that initiated the fees

Scholarship Reimbursement E-docs

- New field
  - We have added a ‘**sub-account**’ field
    - SIS transaction



    - Non-SIS transaction



Scholarship Reimbursements and Donor Intent

- Make sure to read the donor intent thoroughly
  - Pick out specific criteria that will need documentation to verify
    - Use the "Use Restrictions" tab as confirmation of criteria – This information **MAY NOT** capture all criteria
- When the donor intent includes a **PREFERENCE**
  - If there are students that meet the preference(s) and the criteria, selection should be made from the pool that meets the preference(s)

Scholarship Reimbursements and Donor Intent continued

- Preferences
  - Are **NOT** verified through the compliance review for approval of the Scholarship Reimbursement e-doc
  - They **ARE** reviewed at the time of audit
    - Documentation **WILL** be needed to show that preferences were considered
  - Documentation to verify preferences **CAN** be attached to the e-doc

Scholarship Reimbursements and Donor Intent continued

- Documentation to verify donor intent
  - Documentation **should not** be student reported, in most cases, however can be is some cases, i.e. demonstrated…; preferences; etc.
  - Please **attach** documentation at the time of submission, if possible
  - Please **highlight** the pertinent information for more expedient processing

Scholarship Reimbursements and Donor Intent continued

- When agreeing to new accounts
  - The school or unit should make sure they can document the criteria
  - There are some criteria that a donor may want included, that we just can not document appropriately

Changing Account Signers

- When changing account signers on an IUF account:
  - Make sure that any outstanding e-docs have been finalized prior to processing the change
  - If there are outstanding e-docs, with the old signers approval, the e-docs will have to go through the approval process again

IUF Restricted Account Policy

- Please remember that you have access to IUF policies through IQ Policies and Forms
  - Specifically the **IUF Restricted Accounts** policy
  - And the **IUF Donor's Intent** policy
    - The easiest way to locate is by using the search box within Policies and Forms

Scholarship Selection Committees

- Members can **only** be IU/IUF officials or employees
  - No donor's – due to IRS regulations – gifts are no longer considered charitable in nature
  - No outside individuals – due to FERPA and HEA* – sharing of protected student data is forbidden

*HEA – Higher Education Act

Qualifying Data

- SAT scores
  - Beginning in 2017, The SAT field you should be using to qualify a student on is the **Derived SAT Composite Score**
    - This is the converted SAT/ACT score

Questions…always ask!

Contact me!

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