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)

<table>
<thead>
<tr>
<th>Notes and Attachments</th>
<th>Action</th>
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<td><strong>Author</strong></td>
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<tr>
<td>01/26/2017 08:45 AM</td>
<td>Gries, Mary J</td>
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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
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

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
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
When agreeing to new accounts:

- The school or unit should make sure they can properly administer and document the criteria.

- There are some criteria that a donor may want included, that we just cannot 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

- You can access IUF policies through IQ Policies and Forms
  - IUF Restricted Accounts policy
  - IUF Donor’s Intent policy
  - Establishing An Account 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?

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