Deposit of Revenue to IU Foundation (Form and Instructions)
Updated 4/21/2011

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, 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

Object code: 4026

Payment reason: REIMBURSEMENT FOR OUT OF POCKET EXPENSE

FIS 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, VPCFO - Bryan Hall 212

FMS accounts payable _____________________________ date ________
Charles Sinex, FMS - Poplars 538

*This form can also be found on the CATS Website.
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, conference/workshops or selling of products/services.
- An expense associated with the activity has being unallowable under the IU policy such as purchase of alcohol, this expense may 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, attach all receipts and a copy of the DV together.
- Electronically send the DV on for appropriate routing.
- Send the documents to Rozzie Gerstman, VPCFO - Bryan Hall 212 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.