Disbursement Request Submission Process

UNIVERSITY OF MARYLAND
COLLEGE PARK FOUNDATION

KFS Reimbursement Requests
To be paid via bursar transfer

1. Fill out a disbursement request form. Be sure to reference the Foundation account number you are drawing funds from and what KFS# to reimburse. You can find the form on our webpage: http://umcpf.org/board/showPage.php?name=forms

2. Please supply all documentation, including income statement detail report from KFS that shows posted transactions. If there are any salary or scholarships tied to the disbursement, please include a statement of Payroll charges or WOW report. Also include an event announcement if applicable.

3. The authorized signer should review the disbursement request along with the documentation and then sign if approved. Disbursement requests without the correct authorized signer's signature will be returned to the requestor.

4. Send disbursement request and documentation via campus mail to Sharren Sears at Riggs and she will route to the UMCPF Financial Management office

General Disbursement
To be paid via check to payee

1. Fill out a disbursement request form, be sure to reference the Foundation account number you would like to draw the funds from and who to make the payment payable to. You can find the form on our webpage: http://umcpf.org/board/showPage.php?name=forms

2. Please supply all documentation. The Documentation can vary depending on request. Below are some examples:

    a. Original receipts (if original is not available please contact vender for copy to be reviewed on case by case basis)
    b. Approved TAR- out of state travel
    c. Mileage reports (MapQuest)
    d. Event announcement or correspondence coordinating the event
    e. Copy of credit card with all but last four digits blacked out
    f. Bank statement showing posted transaction
    g. Original invoice (if partial payment please identify portion we are paying)
    h. List of attendees for event
    i. Itinerary for department outing
    j. W-9 for new venders

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4. Send disbursement request and documentation via campus mail to Sharren Sears at Riggs and she will route to us

    If you have any questions, please contact Malik Ellis (301) 955-1267 : Mellis12@umd.edu