



---

Procedure Number:	CS 503
Procedure Title:	Unrestricted Funds Requests
Relevant Board Policy:	C.1.3 Appropriations and Revenue Sources Relevant
SACSCOC Principle:	13.5 Control of sponsored research/external funds
Originating Unit:	Office of Resource Development
Maintenance Unit:	Office of Resource Development
Contact for Interpretation:	Director of College Grant Development

- I. Purpose/Definition(s): The purpose of Northeast Lakeview College (NLC) Unrestricted Funds Requests procedures is to provide guidelines for processing NLC Unrestricted Funds requests from the Alamo Colleges Foundation. These funds are used to provide emergency aid to students, and for other purposes that benefit the College and align with its strategic plan. All requests must be approved by the President.
  
- II. Procedure statement: NLC Unrestricted Funds is an account established and managed by the Alamo Colleges District Foundation. The account is funded by donations collected from various sources. The funds may be used by the college for purchases which cannot be made with operational funds and which support the mission of NLC. The Office of Resource Development (ORD) maintains and tracks expenditures on this account. The NLC President and NLC Executive Team will consider each request to determine whether funds will be awarded.
  - A. Make the Request
    1. A Faculty or staff member completes the 'Request for Money from the NLC President's Unrestricted Fund' form.
      - a. The form may be obtained from the Director of College and Grants Development.
      - b. Once completed the form should be submitted to the respective Vice-President for the department making the request.
      - c. Note the following: Allow a minimum of 15 business days for processing. For funding requests for students, the student's account will be credited therefore the student's Banner ID number will be required. For purchases, all receipts for items purchased must be submitted to the Director of College and Grants Development.
  
  - B. The Vice-President will present the request to the NLC Executive Team for consideration.
    1. A decision is made by the NLC Executive Team.

2. NLC President's Office staff notifies the Requestor, the perspective Vice President, and the Director of College and Grants Development of decision.

C. Denials/Approvals

1. If the request is denied, no further actions are taken.
2. If the request is approved, ORD staff complete an 'Alamo Colleges District Foundation Transfer Request' form.
  - a. The form can be obtained from the Alamo Colleges District Foundation SharePoint site.
  - b. The completed form is must be signed by the NLC President and returned to ORD staff.
  - c. ORD staff then submits the signed form to the Alamo Colleges District Foundation office for processing.

D. Notification

1. Upon receiving notification of the completion of the funds transfer by the Alamo Colleges District Foundation office, ORD staff will notify the requesting department of the availability of the funds.

Attachment:

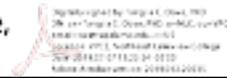
Request for Money from the NLC President's Unrestricted Fund form  
Alamo Colleges District Foundation Funds Transfer Request form

Originator: Tammy Toney

Date Approved: 4/23/19

Last Updated: 5/21/19

Tangila C. Dove,  
Approved: PhD



Title: Vice President of College Services



**REQUEST FOR MONEY FROM THE NLC PRESIDENT’S UNRESTRICTED FUND**

Unrestricted Funds, provided primarily by NLC employees through United Way giving, are used for purchases which cannot be made with operational funds. The NLC President and NLC Executive Council consider each request to determine whether funds will be awarded.

To request NLC Unrestricted Funds, submit this form to the Resource Development Office.

- Allow a minimum of 15 working days for processing.
- Note that these funds cannot be directly deposited.
- Student Accounts will be credited and will require a Banner ID#.
- You will be notified when the check ready.
- All receipts for items purchased must be submitted to the Resource Development Office.

<b>Today's date</b>																			
<b>Person making the request</b>																			
<b>Amount requested</b>																			
<b>Date Funds are Needed</b>																			
<b>To Whom the Check is Written</b>																			
<b>Mailing Address</b> (if check is to be mailed)																			
<b>Institutional Goal Supported</b> (check NLC Goal supported)	<table border="1"> <thead> <tr> <th colspan="2">NLC Strategic Objectives</th> </tr> <tr> <th>NLC will</th> <th></th> </tr> </thead> <tbody> <tr> <td>1-1</td> <td>Create innovative methodologies, processes, and resources to enhance Student Learning.</td> </tr> <tr> <td>1-2</td> <td>Develop infrastructure and opportunities for innovative methodologies, processes, and resources to enhance Student Success.</td> </tr> <tr> <td>2-1</td> <td>Develop a culture in which people’s needs, ideas, and involvement are a critical part of the operations and mission of the institution.</td> </tr> <tr> <td>2-2</td> <td>Create opportunities to share, recognize, and celebrate the accomplishments of NLC employees.</td> </tr> <tr> <td>3-1</td> <td>Expand relationships with local partners and develop awareness of College resources and services throughout our surrounding service areas.</td> </tr> <tr> <td>3-2</td> <td>Facilitate formalized partnerships to support our industry and workforce community.</td> </tr> <tr> <td>3-3</td> <td>Foster a culture of civic responsibility and cultural awareness.</td> </tr> </tbody> </table>	NLC Strategic Objectives		NLC will		1-1	Create innovative methodologies, processes, and resources to enhance Student Learning.	1-2	Develop infrastructure and opportunities for innovative methodologies, processes, and resources to enhance Student Success.	2-1	Develop a culture in which people’s needs, ideas, and involvement are a critical part of the operations and mission of the institution.	2-2	Create opportunities to share, recognize, and celebrate the accomplishments of NLC employees.	3-1	Expand relationships with local partners and develop awareness of College resources and services throughout our surrounding service areas.	3-2	Facilitate formalized partnerships to support our industry and workforce community.	3-3	Foster a culture of civic responsibility and cultural awareness.
	NLC Strategic Objectives																		
	NLC will																		
	1-1	Create innovative methodologies, processes, and resources to enhance Student Learning.																	
	1-2	Develop infrastructure and opportunities for innovative methodologies, processes, and resources to enhance Student Success.																	
	2-1	Develop a culture in which people’s needs, ideas, and involvement are a critical part of the operations and mission of the institution.																	
	2-2	Create opportunities to share, recognize, and celebrate the accomplishments of NLC employees.																	
	3-1	Expand relationships with local partners and develop awareness of College resources and services throughout our surrounding service areas.																	
3-2	Facilitate formalized partnerships to support our industry and workforce community.																		
3-3	Foster a culture of civic responsibility and cultural awareness.																		
<b>Population to be Served</b>																			
<b>Item(s) to be purchased</b>																			
<b>Cost per Item</b>																			
<b>Purpose</b> (describe the need for the funds)																			

Questions?  
 Tammy Toney (210) 486 5008, [ttoney@alamo.edu](mailto:ttoney@alamo.edu)



<b>Office Use</b>
Log # _____
Date _____
IA Staffer _____
Complete <input type="checkbox"/> YES <input type="checkbox"/> NO

**FUND TRANSFER TO ALAMO COLLEGES REQUEST FORM**

(A Transfer Request Form is required on each transaction to move funds from an Alamo Colleges Foundation fund account (RE/FE) to an Alamo Colleges account (FOAP), (generally for use by a college department and usually for program-related expenses).)

Today's Date \_\_\_\_\_

Transfer Requested By: NLC \_\_\_\_ NVC \_\_\_\_ PAC \_\_\_\_ SAC \_\_\_\_ SPC \_\_\_\_ FDN \_\_\_\_

**PLEASE COMPLETE FOR ALL TRANSFERS**

**FROM** Alamo Colleges Foundation Fund Account

\_\_\_\_\_  
Name of Foundation Fund Account      Foundation Fund Number (RE/FE) (Complete Number)      Amount

**TO** Alamo Colleges Fund Account (FOAP)

\_\_\_\_\_  
Name of Banner FOAP      Banner FOAP (Fund-Org-Acct-Prgm Complete Number)      Amount

**Reason for Transfer** \_\_\_\_\_  
**Documentation must be attached (invoices, budget, etc.) in order to start transfer process**  
**Date** by which funds are needed by College Department: \_\_\_\_\_

**PLEASE NOTE**

- Unspent funds transferred to a FOAP that is not a multi-year FOAP will be purged at fiscal year-end (August 31).
- Individual submitting this request should verify with college budget officer whether the FOAP is multi-year.

**REQUIRED SIGNATURES:**

\_\_\_\_\_  
Requestor      Date \_\_\_\_\_

Phone \_\_\_\_\_      Email: \_\_\_\_\_

\_\_\_\_\_  
Jim Eskin, Executive Director      Date Accepted: \_\_\_\_\_  
Institutional Advancement/Alamo Colleges Foundation, Inc.

**FOR FOUNDATION OFFICE USE ONLY:**

Foundation Check # \_\_\_\_\_ Amount \_\_\_\_\_

Date Sent To Alamo Colleges \_\_\_\_\_      Delivered by \_\_\_\_\_  
Signature

Date Received by Alamo Colleges \_\_\_\_\_      Received by \_\_\_\_\_  
Signature