



Procedure Number:	CS 506
Procedure Title:	Fund transfer from Alamo Colleges Foundation account to NLC account Procedure
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): NLC departments and entities that engage in fundraising from external groups may deposit the proceeds of benefits/fundraisers into an account created for them with the Alamo Community Colleges District (ACCD) Foundation. Proceeds from fundraisers may not be deposited directly into an NLC account.

II. Procedure statement: Prior to engaging in fundraising, departments expecting to receive proceeds from external sources should set up an account with the ACCD Foundation (FDN). Once funds from this account are transferred to an NLC (Banner) account, they may be used for purchases which support the mission of the entity for which the fundraising occurred.

A. Make the Request

1. A Faculty of staff member completes the 'Transfer FDN To Alamo Colleges Banner' form.
 - a. The form may be obtained from the Director of College and Grants Development or directly from the ACCD Foundation.
 - b. Once completed the form should be submitted to the Director of College Grant Development or directly to the FDN Accounts Payable.
 - c. FDN Accounts Payable forwards request to FDN Executive Director for approval
 - d. FDN Executive Director returns request to FDN Accounts Payable
 - e. If approved FDN Accounts Payable creates ACH payment debiting money from FDN Fund/Bank to Alamo Colleges/Bank
 - f. FDN Accounts Payable notifies Alamo Colleges Finance and Treasury of incoming ACH payment
 - g. Alamo Colleges receives FDN payment and enters payment into Banner FOAP
 - h. Allow a minimum of 15 business days for processing.

B. Notification

1. Upon receiving notification of the completion of the funds transfer by the Alamo Colleges Foundation office, the Director of College Grant Development staff will notify the requesting department of the availability of the funds.
2. If the request is not approved FDN Accounts Payable returns request to requestor with reason for non-approval.

Attachment: Alamo Colleges Foundation Funds Transfer Request form

Originator: Patrick Murray

Date Approved: 4/23/19

Last Updated: 5/21/19

Approved: Tangila C. Dove, PhD

Title: Vice President of College Services



Office Use Log # Date IA Staffer Complete YES 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 Date Accepted Jim Eskin, Executive Director 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