



## Foundation Funds

What can I use my funds for?

- Funds can be used for items outside of your Oregon Tech Budget; such as professional development and equipment needs.
- Funds can also be used for things that cannot be purchased with Oregon Tech Funds; such as alcohol.

How do I check my fund balance?

- Monthly fund balance reports are e-mailed to your Department chair.

Individual reimbursements

1. Purchase the item with a card or check, no cash
2. Complete a reimbursement request form
3. Attach original receipts
4. Have the budget authority sign off on it  
(Budget Authority's supervisor must sign for a reimbursement to the budget Authority)
5. Forward to Development Office

Vendor payments

1. Purchase item or service
2. Have vendor send YOU the invoice
3. Complete a reimbursement request form, with original invoice
4. Have budget authority sign off on it
5. Forward it to Development Office

Oregon Tech Reimbursements

1. Purchase item or service through Oregon Tech BAO
2. Use your index ending in 430 (ex. CIV430)
3. Complete a reimbursement request form
4. Have budget authority sign off on it
5. Forward it to Development Office

**OREGON TECH FOUNDATION  
Department Fund Access Request Form**

**Requestor Information**

Name: \_\_\_\_\_

Extension: \_\_\_\_\_

Department \_\_\_\_\_

Title: \_\_\_\_\_

Mailstop: \_\_\_\_\_

**Reimbursement Information**

**STEP I**

Brief description of expenditure(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP II**

**Preferred Method**

Please reimburse my institutional account # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

from the \_\_\_\_\_ DEPARTMENT FUND NAME <sup>OID INDEX</sup> Foundation fund.

**Alternate Method**

This method is to be used for reimbursing alcohol and flowers, which you cannot reimburse through your State Index.

Please reimburse \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

from the \_\_\_\_\_ BUSINESS OR PERSON TO BE REIMBURSED DEPARTMENT FUND NAME Foundation fund. I have attached receipts.

Please send the check to: \_\_\_\_\_

CAMPUS MAILSTOP OR MAILING ADDRESS

**STEP III**

I hereby authorize the above described expenditure and request for funds.

\_\_\_\_\_  
**SIGNATURE OF DEPARTMENT CHAIR**

\_\_\_\_\_  
**DATE**

[Return form to the Oregon Tech Foundation, University Advancement](#)