

# KENNESAW STATE UNIVERSITY FOUNDATION, INC REQUEST FOR FOUNDATION FUNDING

The KSU Foundation has oversight and fiduciary responsibilities. Therefore, the KSU Foundation reserves the right to reject any request for disbursement that does not have prior approval. All information must be typed. This <u>two-sided</u> form must be submitted for payment to vendors for goods/services, payments to KSU, transfers between Foundation accounts, or reimbursement to KSU faculty/staff for approved functions. **Requests should be submitted within 10 days of the event or purchase.** Attach a brochure, agenda, program or other appropriate documentation of University-related events. The form must be accompanied by an original receipt/invoice. If submitting a small-sized receipt, tape it to the back of this form. Full-sized documents should be stapled to this form. The "List of Participants" on the reverse side must be completed. The reverse side may also be used to itemize expenses.

### If payee is the same, please combine several events or items on one form.

Person Completing Form:		Title: Phone:		
Department/Program:				
Account/Project:		Date(s) o	of Expense:	
Purpose of Fund:		Activity	or Item Purchased:	
Explain the Business Purpose of this Expenditure:				
Prepare Check To:			Amount:	
Payment Address:			KSU Mail Drop:	
Signature of Person Completing Form:			_Date Signed:	
Authorized Signature:	otherwise, are av	ailable for	Date Signed: this disbursement.	
Printed Name of Authorized Signature:				
FOR REIMBURSEMENT ONLY - Signature of recip will not be r	ient attesting to e eimbursed from a			enses have not and
Signature :	Date Signed:			
RETURN THIS FORM TO: ACCOUNTS PAYABLE, KSU FOUNDATION, CAMPUS M	IAILBOX 9101			PHONE: (770) 423-6675
FOR KSU FOUNDATION OFFICE USE ONLY:				
Authorized Approval:	Date:		Invoice #:	
Account: Project:			Budget or \$	
			Project Balance:	
Is this a receivable item? (Y/N) If yes, Invoice Number			Invoice Date:	
KSUF COO	Date:		Post Date:	
			Due Date:	

### DISCLOSURE STATEMENT - NOTIFICATION OF PROHIBITED ACTIVITIES

Kennesaw State University Foundation is an exempt organization established under the State Laws of Georgia and Section 501(c)(3) of the Internal Revenue Code. It is an educational organization operated exclusively for exempt purposes and has no benefits inuring to private individuals nor does it disseminate propaganda or influence legislation. To this end, the Kennesaw State University Foundation does not engage in "prohibited" activities and /or transactions which include, but are not limited to the following:

- 1. Receiving contributions from any political organization or any individual deemed to be associated with such.
- 2. Expend any funds in the dissemination of propaganda or in any attempt, expressed or implied, to influence legislation or participate in any campaign on behalf of or in opposition to any candidate holding, or running for, any public office.
- 3. Expend any funds for the benefit of private interests or persons controlled directly or indirectly by such private interests.

For additional information, please contact the Kennesaw State University Foundation.

# LIST OF PARTICIPANTS AND/OR ITEMIZATION OF ACTIVITIES/ITEMS INCLUDE PARTICIPANT'S RELATIONSHIP TO KSU

# PARTICIPANT/ACTIVITY

#### **RELATIONSHIP/AMOUNT** (FACULTY, STAFF, STUDENT, DONOR, ETC)
