

### **I. Overview**

The following operating procedure provides guidelines for the University of Arkansas Community College at Batesville Foundation to request payment authorizations.

### **II. Practice**

The UACCB Foundation has established various account funds which include unrestricted, scholarship, building, departments, division accounts, etc. These accounts are used to support campus projects and provide additional campus resources. All purchases must be discussed with the director of development to determine if the purchase is a reasonable foundation expense.

Once a purchase has been made and an invoice has been received, the director of development will initiate the process for payment. A payment authorization form is completed indicating the project ID, the project description, the amount and purpose of the expenditure.

The form is then signed by the development officer and the chancellor. In the absence of the chancellor or the development officer or if a third signature is needed, the vice chancellor for finance and administration can sign. Payment authorizations require two signatures. The original form and invoice are mailed to the University of Arkansas, Inc. for processing. A copy of the form and invoice are kept on file in the development office.

### **III. Clarifying Points**

The director of development is the primary person responsible for making requests for payment and should do so in a timely manner.

Adopted: February 19, 2014  
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