

C. Requests for Payment

1. Time Limits
 - a. Reimbursement requests should be submitted to the Foundation's Fiscal Office within ninety days of the transaction.
 - b. Requests submitted six (6) months after the transaction require written justification as to the reason for the delay and may not be reimbursed.
2. Complete and submit the UHF "**Check Request Form**". Include the following which are discussed in more detail below.
 - a. Business purpose.
 - b. Documentation of expenditures.
 - c. Authorized approvals.
 - d. Documentation of quotes. Purchases over specific amounts require documentation of verbal or written quotes.
 - e. Other documentation. Different types of expenditures require additional documentation. A summary (see Section H) is provided for these types of expenditures, the forms required, the reason for the additional requirements, and the policy section for further information.
3. Purchase Orders
 - a. In some situations the account administrator may choose to use a purchase order or a vendor may require a purchase order before providing goods or services.
 - b. Complete and submit a UHF "**Requisition for Purchase Order**" with authorized signatures. Include the following which are discussed in more detail below.
 - i. Business purpose

- ii. Authorized approvals
- iii. Documentation of quotes. Purchases over specific amounts require documentation of verbal or written quotes.
 - c. Purchase orders are generally issued two days after the requisition is received, provided all documentation is in order.
 - d. A copy of the purchase order will be returned to the account administrator for use as a receiving report.
 - e. Once goods or services have been received, the receiver must sign and acknowledge receipt of goods on the purchase order and resubmit paperwork to the Foundation's fiscal office.
 - f. If the actual amount of the invoice is the greater of 5% or \$100 more than the purchase order amount, the account administrator's approval will be required before payment can be made except for reasonable changes or modifications to taxes, shipping charges or insurance.