

Ball State University
Purchasing Services Department
Policy: Foundation Requisition PUR210

General

The Ball State University Foundation manages and administers university related Foundation accounts and funds, therefore purchases that are to be made with funds from a Foundation account are not entered directly into the SciQuest by departments.

Procedure:

Submit a requisition in SciQuest using the departmental FOAPAL code. The department will request reimbursement from the University Foundation to cover the cost of goods purchased after the original requisition has been placed.

A completed form titled "Request for Withdrawal of Restricted Funds from Ball State University Foundation" and a completed Requisition (B-9 form - paper only) listing the items purchased must be submitted to the Foundation Office. Please note which FOAPAL needs reimbursed on these forms.

Invoices for this transaction are to be sent directly to the Accounts Payable Office and should include the purchase order number.

Responsibility:

Departments on Campus
Foundation

Other Departments Affected:

Accounting
Purchasing Services
Finance

PUR210