The University of Arizona Foundation (UAF) Gift Accounting for Charitable Grants FAQ

1. What kind of account do I need to deposit my grant into?

   Checks made out to the UAF should be deposited into a UAF gift account consistent with the purpose of the grant. **Note:** Within our accounting system, Financial Edge accounts are called ‘projects’.

2. What if I don’t have a project?

   To create a new project, submit a New Project Request Form to the UAF Financial Services Office. The form is available at the UA’s e-form site (http://www2.uafoundation.org/uafeforms/forms/NewAccountRequest.pdf) and at the UAF’s accountholder site (http://www.uafdn.org/).

3. What if I have an existing UAF gift project for general or similar purposes—can I use that, or do I need to open a new project?

   If the purpose of the project is consistent with the purpose of the grant, you can use the existing account. If not, you’ll need to open a new project.

4. How should I deposit a check at the UAF?

   First, make sure the check is payable to UA Foundation (if it's not, see the question below). Enter the gift information into Raiser's Edge and print the related batch report. Even if you don't have a Foundation account yet, you should be able to select a fund category for new projects. Attach the check and documentation to the batch report and send or bring it to the UAF Financial Services office in the Swede Johnson Building, room 403.

5. What if the check is made out to the UA in error, and should be deposited into a UAF project?

   The preference is to have the check reissued correctly to the UAF. However, if this is impractical for whatever reason, there is a back-up mechanism to address this issue. First enter the gift into The Raiser’s Edge. Next, send the check, batch report, and back up documentation to UAF Financial Services. (The check must be accompanied by back up information, such as an acknowledgement letter, grant agreement, or some other form of documentation that contains three critical elements: the name of the check maker, the exact amount of the check, and a reference to the UAF.) UAF Financial Services staff will then send the check and the related documentation to the bursar, who will endorse it over to the UAF and return it for deposit. **Bursar endorsement can be slow and requires a lot of extra copying, logging, tracking, so every effort should be made to initially get the check made payable to the correct entity. Also, in some cases, it is not possible due to legal restrictions.** For questions about this issue, please contact the Office of Fiduciary Compliance and Gift Transactions (621-2993).
6. *How does the 6% University Development Fund fee come out of the gift?*
   It is automatically taken off the top when you enter a gift of $1,000 or more in Raiser’s Edge. This amount is listed on the right hand column of the batch report.

7. *I’ll need to pay UA employees out of this grant, and I can’t do that from a UAF account. What do I do?*
   You can transfer the funds from the UAF project to a UA FRS gift account. The transfer can be initiated with the Request for Gift Disbursement to The University of Arizona, a form available at the UA’s e-form site (http://uabis.arizona.edu/forms/) and at the UAF’s account holders’ site (http://www.uafdn.org/). Jacque Coulter (621-1127) can answer questions related to this form.

8. *How do I learn more about UAF gift accounting?*
   There is a policies and procedures manual available at the UAF’s account holders’ site (http://www.uafdn.org/). If nobody in your department has access to the site, UAF Financial Services can send a pdf or printed copy. Contact Debbie Guidroz (621-5494) to request a copy.

9. *I have a question about gift accounting at the UAF. Who do I contact?*
   **Questions about deposits to UAF Accounts:** Denise Diehl (621-1868) or Lynn McLaury (621-7944)
   **Questions about disbursements:** Jacque Coulter (621-1127) or Doug Granmo (621-9050)
   **Any aspect of Financial Services:** Rita Williams (621-3027)
   **UAF Financial Services team contact page:** http://uafoundation.org/about/presidents_office/financial_services/financial.shtml