

Radford University Foundation, Inc.

PO Box 6893
Radford, VA 24142
(540) 831-5525



Payment Request Voucher

For University Personnel
updated 6/22

IRS Form W-9 required for new vendors

General description of Request: _____

Date: _____

COMPLETE Description of item(s) being purchased or services rendered:	Invoice # (if applicable)	Total	Foundation Fund #:	Charge Account#:

Grand Total \$ -

THIS SECTION MUST BE COMPLETED INCLUDING ZIP CODE AND FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER

Name & Address of Payee:

Send check to:
(If different than payee's address) _____

RU ID No., Federal ID No. or Social Security No. _____
(REQUIRED FOR PAYMENT TO INDIVIDUALS AND/OR NON-INCORPORATED VENDORS, EXCEPT FOR REIMBURSEMENT OF EXPENSES)

Payment Requested By: _____ / _____
Print Name *Signature*

RU PO Box: _____ Phone #: _____ RU e-mail address: _____

I RECOGNIZE THAT MY ADMINISTRATIVE POSITION GIVES THE AUTHORITY TO ACT AS THE GUARDIAN OF THE ABOVE-NAMED FOUNDATION FUND. TO THE BEST OF MY KNOWLEDGE, THE ABOVE "PAYMENT REQUEST" MEETS THE RESTRICTIVE PURPOSES OF THE FUND.

Approved By: _____
Fund Guardian Date

Approved By: _____
Unit Head or Dean of College Date

Approved By: _____
Provost/University Vice-President Date

Approved By: _____
University President or Designee (If over \$5,000) Date

To be completed by the FOUNDATION:				
Check #	Check Date	Check Amt	1099?	VENDOR ID:

Approved By: _____ / _____
CEO or Authorized Officer, RUF, Inc. Date If over \$25,000, date approved by Foundation Board Officer

* All expenditures require support by original invoice or documentation. **THE FOUNDATION DOES NOT HONOR STATE "PER DIEM" RATES.**
* IRS Form W-9 must be obtained from all **NEW** vendors and be included with the FO-2 requests before payment can be made.

RADFORD UNIVERSITY FOUNDATION, INC.
CHART OF ACCOUNTS

REVENUE

CONTRIBUTIONS INCOME

- 5110 Cash and Stock Contributions
- 5120 Cash and Stock Contributions-Pooled
- 5150 Contributions -Gifts in Kind

OTHER REVENUE, NET

- 5360 Rental Income
- 5370 Daily Rentals
- 5380 Advertising Income
- 5400 Other Income
- 5410 Cookbook Sales

EXPENSES

- 7110 Auto Expense
- 7120 Contributions in Kind Exp
- 7130 Equipment & Supplies
- 7131 Building Operating Supplies
- 7150 Printing and Publications
- 7160 Repairs & Maintenance
- 7162 Repairs & Maintenance - Contractual
- 7163 Janitorial Expenses
- 7164 Landscaping & Grounds Expenses
- 7203 Audit/ Accounting
- 7208 On Line Fees
- 7209 Bank Charges
- 7210 Loan Origination Fees
- 7211 Real Estate Acquisition Costs
- 7212 Broadcasting Exp.
- 7215 Coaches
- 7218 Distinguished Visiting Professor
- 7221 Eminent Scholars Program
- 7224 Insurance-Life
- 7227 Legal Fees/ Professional Fees
- 7230 Other Fees
- 7233 Patient Services
- 7239 Professional Services
- 7242 Professional Services-Taxable
- 7245 Promotional Advertising Exp.
- 7246 Promotional Advertising Exp - Event
- 7248 RU Salaries/ Wages
- 7249 RU Employee Benefits

EXPENSES (CONT.)

- 7251 Subscription and Access Fees
- 7254 Trust Fees
- 7257 Utilities - Electricity
- 7258 Building Management Fee
- 7259 Utilities - Water/Sewage
- 7260 Utilities - Gas & Fuel
- 7261 Utilities - Other
- 7301 Depreciation
- 7310 Insurance
- 7320 Interest Expense
- 7330 Late Fees - Vendors
- 7340 Operating Expense
- 7350 Postage
- 7360 Rent Expense
- 7370 Taxes -Income
- 7380 Taxes -Other
- 7390 Telephone
- 7410 Continuing Ed & Professional Dev
- 7415 Conference Fees and Travel
- 7420 Travel - Guest
- 7430 Travel-Faculty/Staff
- 7440 Travel-Fans
- 7450 Travel-Students
- 7460 Travel-Team
- 7470 Recruiting Expense
- 7510 Alumni Events
- 7515 Advancement/Donor Relations
- 7520 Dues
- 7530 Meetings
- 7533 Banquets
- 7535 Events
- 7540 Miscellaneous Expense
- 7550 Scholarships
- 7560 Special Awards
- 7565 Recognition Incidentals
- 7570 Tickets-Basketball Season
- 7580 Transfers to RU
- 7800 Baseball Field
- 7805 RU Capital Projects