

THE UAB EDUCATIONAL FOUNDATION

RESTRICTED FUND PAYMENT GUIDELINES

GENERAL

Limited funding is available through the Educational Foundation for certain types of expenditures which cannot be paid from State funds. Expenses payable from State funds *should generally be* submitted for payment against UAB funds.

All payments by the Educational Foundation funds include, but are not limited to, the following:

- 1) Expenses related to approved UAB events (see UAB Event Guidelines) which cannot be paid from State funds, such as alcohol and entertainment services;
- 2) Expenses for other events which have a UAB business purpose but which cannot be paid from State funds, such as retirement functions and employee holiday events;
- 3) Flowers and donations in lieu of flowers;
- 4) Participation/sponsorship of civic functions;
- 5) Holiday Cards.

All requests for payments must adhere to the following general guidelines as well as the guidelines listed below for that type of payment:

- 1) **Approvals:** All payment requests must have the appropriate authorized approvals, as noted on the respective form, in order to be processed.
 - a. *Hospital Fund* – approved by the Hospital Executive Director.
 - b. *Dean's Funds* – approved by appropriate dean or their designee
 - c. *All Requests* – Must be approved by the Office of the Associate Vice President for Financial Affairs and Administration before Foundation final approval and payment.
- 2) **Documentation:** All requests must have the following:
 - a. **Original** Invoice/Receipt
 - b. Itemized list of items purchased or services performed
 - c. Statement of business purpose of expenditure
- 3) **Sales tax:** For amounts paid by the Foundation directly to a vendor (not reimbursements of employees), the Foundation **does not pay sales tax**. The sales tax is a levy on the consumer, so all amounts purchased *on behalf of* UAB are exempt from state and local sales tax. The Foundation does pay rental tax.

GUIDELINES FOR APPROVED UAB AND OTHER EVENTS

- 1) **Documentation:** The following documentation should be provided with the payment request(s) for those expenses that cannot be paid from UAB funds for an approved UAB event (such as alcohol and entertainment services) and for all expenses for other events:
 - a. A copy of the approved UAB Event Approval Form for UAB events or a statement of UAB business purpose for other events.
 - b. A Copy of the invitation and/or other materials announcing, publicizing, or marketing the event.

- c. A copy of the invitation which should include the individuals' names and the organizations they are officially representing or the group that the individual is a member of, if applicable, (such as Board of Trustees, Leadership Council, etc.). UAB employees and their respective departments should be listed separately from the other guests.
 - d. No invitation list is required if the event is open to the UAB community at large and/or general public. Instead of a guest list, a copy of the announcement should be provided.
 - e. Original invoices for catering and other services must be itemized to show all costs separately.
 - f. For payments to individuals for services rendered (e.g. caterers, performers, servers), a W-9 form must be provided. The requestor should insure that the tax ID blank on the request form is completed. Payments will not be made in advance, except where required by contract.
 - g. Separate payment request forms must be completed for each vendor for each event.
- 2) **Retirement receptions** must be approved by either the Dean for academic departments, the Vice President for Financial Affairs & Administration for non-Hospital administrative departments, or the Hospital Executive Director for Hospital departments prior to the event. All requests for payments should be submitted through the appropriate office for written approval prior to submission to the Associate Vice President for Financial Affairs Office for processing.

Retirement gifts of gift cards or gift certificates are considered taxable by the IRS, and some gifts of actual physical property or services are taxable if they exceed \$400. **All requests related to retirement gifts must include this form so that the Foundation can communicate any taxable amounts to the employee.** [Click here to access the form.](#)

Non-Hospital administrative departments - The University Fund will provide funding based on the retiree's length of service (see schedule below) for the cost of the retirement event, which includes both the gift and reception. Expenses in excess of the preapproved amount will be the responsibility of the respective department.

Years of Service	Amount
10 but less than 20	\$450
20 but less than 25	\$500
25 but less than 30	\$550
30 and above	\$600

Academic departments - Each Dean is responsible for establishing guidelines as to the amount to be provided from his/her respective Dean's or School Gift Fund. These Dean's Funds are to be used to pay for Retirement Receptions/Gifts (general University Fund money is not available for academic department use).

Hospital departments - The Executive Director of the Hospital is responsible for establishing guidelines as to the amount to be provided from the Hospital Fund.

The cost of the gift paid from any Educational Foundation source must be less than \$600. All areas of the University are encouraged to follow the guidelines in the table based on Years of Service above.

GUIDELINES FOR FLOWERS AND DONATIONS IN LIEU OF FLOWERS

- 1) Payments for flowers on the occasion of illness or death are allowable as follows:
 - a) **UAB employees** and their immediate family members (e.g. spouse/partner, children, and parents);
 - b) **Non-UAB employees** who have a unique relationship with UAB (i.e. UAB benefactor/donor, VIP, Board of Trustees member).
- 2) In the case of a death when the family has asked for donations to a particular charity in lieu of flowers, such donations are allowable provided the amount is comparable to what would Educational Foundation Payment Guidelines have been spent for flowers (generally \$100 or less).
 - a) In those cases where the charity is another educational institution or related entity, Deans may, at their discretion, make larger donations from their respective fund(s). All such donations must be made directly to the charity. Donations made by personal check cannot be reimbursed. A copy of the obituary or other notice from the family of their preference should be included with the payment request.
- 3) The message on the enclosure card should include a reference that identifies the sender's role/relationship at UAB (i.e. Martin Nowak., UAB Hospital Executive Director or UAB School of Business or President's Office).
- 4) The documentation provided with the payment request should include the name of the recipient and his/her relationship to UAB, the message on the enclosure card, the delivery address, and the original invoice.

GUIDELINES FOR PARTICIPATION/SPONSORSHIP OF CIVIC FUNCTIONS:

- 1) Payment requests must document UAB's reason for participating/sponsoring the function.
 - a) Participation/Sponsorship requests from the University Fund must include a copy of the Civic/Charitable Functions form showing the University Events Office approval of UAB's participation/sponsorship.
- 2) The documentation provided should include the list of UAB representatives attending.

GUIDELINES FOR INDIVIDUAL CIVIC MEMBERSHIPS:

- 1) When there is a documented UAB business purpose, Deans may, subject to the approval of the Vice President for Financial Affairs and Administration, use their respective fund(s) to pay for their individual membership(s) in civic organizations, such as Rotary, Chamber of Commerce, etc.
- 2) Payment requests must include documentation of the business purpose and a copy of the original invoice from the organization.

GUIDELINES FOR HOLIDAY CARDS:

- 1) When there is a documented UAB business purpose, the Educational Foundation Funds, except the University Fund, may be used to pay for the purchase and postage for holiday cards. The payment request must include documentation of the business purpose and a copy of the mailing list for the cards.
- 2) Each card must include a reference that identifies the sender's role/relationship at UAB (i.e. Martin Nowak, UAB Hospital Executive Director or UAB School of Business or President's Office). A copy of the card must be included with the payment request.