



TO: Faculty and Staff with Funds on Deposit with
Norfolk State University Foundation, Inc.

FROM: Crystal D. Jenkins, Executive Director
Norfolk State University Foundation, Inc.

DATE: March 7, 2024

RE: Processing of Vouchers for Withdrawal of Funds

This is a reminder that no vouchers will be processed for payment without a copy of an authorized and executed signature card being on file in the NSU Foundation office. Please assist us by providing the following information. The bottom portion of this memo may be submitted to update authorized signatures. It is the responsibility of the various departments, programs and schools to notify the Foundation in writing of any future changes in personnel authorized to sign or approve vouchers.

All Fund and Grant expenditures must adhere to approved budget expense guidelines. The department and/or the principal investigator should maintain records. **Also, you are reminded to attach original receipts when requesting reimbursements.**

At this time, vouchers will be processed every Wednesday. All checks will be issued **only** on Fridays after 3:00 p.m. The Foundation Office must receive all vouchers by 12:00 p.m. on the Wednesday before checks are issued. Checks over \$5,000 require additional time to be processed.

Thank you in advance for your adherence to this process.

SIGNATURE CARD

Date: _____

Name of Fund: _____

Account Number: _____

Authorized Signature: _____

Supervisor Signature: _____

Vice President Signature: _____

**Effective January 1, 2022, all funds are assessed a 1.00% administrative fee on a quarterly schedule.*