



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 26, 2026

RE: Processing of Vouchers for Withdrawal of Funds

This is a reminder that no vouchers will be processed for payment without a current 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 NSU 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 required to attach 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 NSU Foundation Office must receive all vouchers by 12:00 p.m. on the Wednesday before checks are issued. **Emergency requests are not guaranteed. They are handled on a case-by-case basis and must be approved by the NSUF Senior Accountant who oversees vouchers and check payments.** *Checks over \$5,000 require additional time to be processed as an additional signature is required.*

Thank you in advance for your adherence to this process.

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## SIGNATURE CARD

**Date:** \_\_\_\_\_

**Name of Fund:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Vice President Signature:** \_\_\_\_\_

*\*Effective January 1, 2025, all funds are assessed a 1.25% administrative fee on a quarterly schedule.*