

County Endowments Summary and Common Purchase Processes

University Endowments were established to help support the County Extension program. Often this is for the County 4-H Youth Development program. Most Extension counties have at least one endowment.

Each endowment has it's own fund number and fund description which ensure proper accounting for the endowment.

FUND #: A unique # that tracks all activity for an endowment.
FUND DESCRIPTION: A statement established by the donors to direct the University in the appropriate spending of the endowment interest.

Estimated revenue is transferred into the endowment interest fund in July of each year. Potential expenditures related to the fund description are submitted by county Extension staff based on the input and requests of local committees and approved by the County Extension Director.

OSUE encourages 4-H Educators or related staff work with county committees to determine the budget for the year.

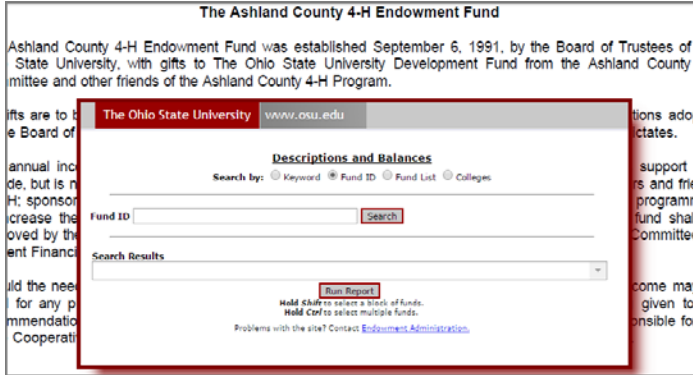
This document is meant to help guide County Extension Employees in the processes related to spending endowment income.

Question: Where do I find my fund balance? What fund number do I use?

See the 30S-61 eReport. eReports.osu.edu

Month Ending:	Report ID:	GLU0030S-61	Report name
Fund Group/ Code	Fund Code	Fund Description	Cash Balance
			11010
		ENDOW_INC_EXP - Endowment	
207367	Tuscarawas Co 4-H Pd		6.75
		2XXXXX Fund Number & Cash Balance	
		ENDOWMENT_PRINCIPAL	
607367	Tuscarawas Co 4-H Pd		84,756.84
		6XXXXX Fund Number & Principal	

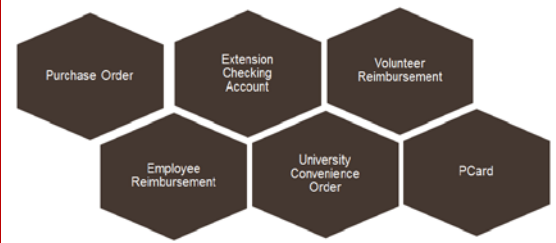
Question: What can the endowment income be spent on?
 See the endowment fund description
<https://access.fundriver.com/OSUpublic/>



The Ashland County 4-H Endowment Fund was established September 6, 1991, by the Board of Trustees of The Ohio State University, with gifts to The Ohio State University Development Fund from the Ashland County Committee and other friends of the Ashland County 4-H Program.

This public site allows users to see the balance in University Endowments and link to the Endowment's description.

Important: Committees and Volunteers MUST work with the County Office to make purchases to directly pay vendors.



Reimbursements to Committee checking accounts is not allowed!

Many Endowments are spent only on student scholarships. Each type of scholarship has its own process and restrictions. Review this guidance for help in processing these expenses.

Scholarship Processing

There are four main types of scholarships that are processed by OSU departments.

1 *Scholarships for education for a student attending OSU*

Awarded to a student in order to further their education. Payment must be **paid through Ohio State University**.

- Email [Pat Whittington](#) the student's name, student's OSU Empl ID, award amount, scholarship name and endowment org and fund #.

2 *Scholarships for education for a student not attending OSU*

Awarded to a student in order to further their education. The check is made **payable to the institution** that they will be enrolled in for tuition and fees assigned to the student.

- Fax the Vendor Setup Form [VSE](#) (Page 1 completed by the Unit, Pages 2 - 3 completed by the institution) to 614-688-0529 or mail to the Finance Service Center: 4 Ag Admin, 2120 Fyffe Road, Columbus Ohio 43210
- Submit an eRequest – Payment
 - Reference Convenience Order Number X16056 in the Additional Information Section of the eRequest
 - Attach a document that explains the award selection process and purpose of the award.
- The check will be mailed directly to the address provided on the Vendor Setup Form [VSE](#) if you want other routing please note this in the additional information section of the eRequest.
- Allow three weeks for processing

3 *Scholarships for education – Payable to the Individual*

Awarded to a student in order to further their education. The check is **made payable to the student**. Note that this may become taxable income to the student if processed this way (pay to the institution if you want to avoid this). Also you won't be able to verify they have used this for education.

- The Vendor Setup Form [VSE](#) will need to be from the student (page 2 only) then follow the process above. Do not attach the vendor setup form (a social security number will be on this form). Instead fax to 614-688-0529 or mail to the Finance Service Center: 4 Ag Admin, 2120 Fyffe Road, Columbus Ohio 43210

4 *Scholarships for registration for OSU events (ex. Camp Scholarship)*

Awarded to a student to **reduce the cost of their attending an OSU sponsored event**.

Payment can be made to refund the student for their expenses or paid directly to the event on their behalf.

- **Payment to individual:** Unit should enter an eRequest – Refund Attach a document that explains the award selection process and purpose of the award. Reference the deposit id where the original payment was received from the student for the event.
- **Payment to the event:**
 - *External events:* Unit should enter an eRequest – Standard Purchasing Request. Attach pages 2 and 3 of the [VSE](#). A PO number will be emailed to the initiator. After the event takes place submit the vendor's invoice with the PO number to [Bus Ofc](#)
 - *Internal Events:* Contact the event coordinator about transferring funds from your endowment fund to the event revenue fund.



COMMON PURCHASE PROCESSES

For a list of items not allowed on the PCard or via the Checking account visit this Website.
<http://go.osu.edu/Checking>

PCard
Purchases under \$5,000
Extension Check
Purchases under \$1,000

What the volunteer can do:

- Plan ahead request well in advance of date needed
- Get a quote
- Share this info with your County Extension Office and ask them to pay with a PCard or Check

What the Extension Office must do:

- Contact the vendor to pay with the PCard or Check

PCard

Submit eRequest – PCard
 Attach receipts, etc.
 Approve the eRequest
 Attach packing slip
 File paperwork in office

Checking Account

Submit eRequest – Payment to refund the office
 Attach receipts, etc.
 Approve the eRequest
 Mail the originals to the Finance Service Center (see address below)

Process takes up to one week

Volunteer Reimbursement

What the volunteer can do:

- Check with the Ext Ofc to make sure reimbursement is ok
- Make purchase with personal funds
- Complete a [VSF](#) (Pg. 2) (one-time only)
- Take original, itemized receipts and [VSF](#) to the Ext Ofc

What the Extension Office must do:

- Submit eRequest – Reimbursement to Non-Employee
- Fax [VSF](#) to 614-688-0529 or mail to address below
- Mail originals to the Finance Service Center 4 Ag Admin, 212 Fyffe Rd, Columbus, Oh 43210

Process takes up to three weeks

Purchase Order

Restricted items and purchases over \$5,000

Common restricted items on endowments are covered on the next page.
 For a list of all purchasing restrictions view this Website.
<http://cfaesfinance.osu.edu/resources/exclusive-purchasing-contracts>

What the volunteer can do:

- Plan ahead: well in advance of date needed
- Check first: vendors may be limited
- Get a quote and [Vendor Setup Form \(VSF\)](#)
- Share this info with your County Extension Office
- Contact the vendor when you have a Purchase Order Number
- Put the Purchase Order Number on the invoice and mail to the CFAES Finance Service Center (see address below)

What the Extension Office must do:

- Encourage volunteers to plan ahead
- Submit an eRequest – Standard Purchasing Request prior to goods/services being ordered.
 - attach quotes, contracts, recipients, etc. and approve the eRequest
- Complete pg1 of the [VSF](#) and fax the entire form to 614-688-0529. If you don't have a fax, the document must be mailed (see address below)
- Communicate the Purchase Order Number to the volunteer or vendor
- Monitor that items are received and vendor is paid

Process takes up to four weeks



Common Purchases and Restrictions on Endowments

Awards: *Plaques, Trophies, Ribbons*

Normal processing unless you plan to put an OSU brand on the items. If branded (OSU Logo or name) add a week for branding approval (five weeks total) and assume that the vendor will be selected for you. Purchase Order Required. See the **Promotional Items Guide** available on the Business Office Web Page. <http://cfaesfinance.osu.edu/resources/exclusive-purchasing-contracts>

Payment Methods Reminder

- Purchasing Card (PCard) \$0 - \$5,000
- Extension Checking Account \$0 - \$1,000
- Volunteer Reimbursement
- Purchase Order (PO) restricted items or > \$5,000

Insurance: *Ex. Event Insurance from American Income Life*

This is a restricted item at the University. You can pay with a Univ. Purchase Order or using the insurance payment option via an Extension Checking Account and then submit for reimbursement from the endowment fund. Information is [available here](#).

Promotional Items: *T-Shirts, Jackets, Bowls, Pens, etc.*

This is a restricted item at the University.

If not branded, not to be sold and less than \$5,000 – ok to buy local with a PCard or checking account but you must get a quote from one of the [approved University vendors](#) to ensure you are getting the best price locally. This link is only available to employees. Keep the quote in your local files for proof of comparison.

If branded (OSU Logo or name), if you are selling the items or if items are being given to employees, see the Promotional Items Guide before proceeding. It is available on the Business Office Web Page. <http://cfaesfinance.osu.edu/resources/exclusive-purchasing-contracts>

Supplies: *Food, Program supplies, Postage*

Not usually restricted. Use any buying process within dollar limits.

Travel: *Transportation, meals, registration, lodging*

- Charter buses must be processed on a Purchase Order. There are limited vendors, allow six weeks to get a PO.
- Group travel should be organized through the Business Office. There are group discounts available for airfare and the potential for a cash advance or travel payment card to ease the burden of cost for group travel. Plan ahead, this takes several weeks of planning.
- Overnight travel must be preapproved by the County Director prior to the trip. Submit for reimbursement via a [Travel Reimbursement Form](#) after the trip. If a non employee, include page 2 of the [VSF](#). Refer to the Travel Policy for questions.
- Mileage only travel can be processed on a [mileage log](#) via the volunteer reimbursement process on page 2.
- Travel organized by the Extension State 4-H Office can be paid internally with an expense transfer using the endowment fund.

Speakers: *judges, teachers, entertainers, nurses, etc.*

There are IRS restrictions on paying people for services. Instead of a quote, write up a scope of services (paragraph outlining what they will do for you). This will require a Purchase Order and a [VSF](#), plan ahead.

The College of Food, Agricultural, and Environmental Sciences and its academic and research departments including, Ohio Agricultural Research and Development Center (OARDC), Agricultural Technical Institute (ATI) and Ohio State University Extension embraces human diversity and is committed to ensuring that all research and related educational programs are available to clientele on a nondiscriminatory basis without regard to age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status. This statement is in accordance with United States Civil Rights Laws and the USDA.

Bruce McPheron, Ph.D., Vice President for Agricultural Administration & Dean

For Deaf and Hard of Hearing, please contact the College of Food, Agricultural, and Environmental Sciences using your preferred communication (e-mail, relay services, or video relay services). Phone 1-800-750-0750 between 8 a.m. and 5 p.m. EST Monday through Friday. Inform the operator to dial 614-292-6891.

Copyright © 2014, The Ohio State University