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REQUEST FOR FOUNDATION FUNDS - INSTRUCTIONS AND FAQs

What can my department/program do with our Foundation funds? The Foundation has a fiduciary responsibility to donors to use gifts for the purpose they were given. As such, all requests for Foundation funds must be in accordance with the intent of the donor(s) and comply with the policies and procedures of the University and the Foundation. If there are uncertainties, they must be discussed with Foundation staff before committing to any spending.

What are the balances of our Foundation funds? You can look-up fund balances and review fund activity at any time. To do so:

1. Go to MyNMU (https://mynmu.nmu.edu/). Log in.
2. Select "Cognos Reports". Log in. Your password may be different from your NMU Single Sign-On (SSO) password.
3. Click on the drop-down menu in the upper, left-hand corner and select “Content”.
4. Click on “Team content”.
5. Click on “Administrative Reports”.
6. Click on “Finance Reports”.
7. Click on “Foundation Finance Reports”
8. Click on the report you would like to view, and follow the on-screen prompts.

How do we request funds from the Foundation? Departments and programs should initially spend from their University accounts. Then, they must complete and submit the **REQUEST FOR FOUNDATION FUNDS** form to request reimbursement from the Foundation. Documentation, such as invoices or receipts, must also be submitted which supports the amount and purpose of the request. Email the completed form and supporting documentation to fndfinance@nmu.edu.

When will the Foundation process my request? The Foundation will process requests for funds at least 4 times per year in accordance with the schedule outlined below. After the Foundation has made a payment, it may still be several days before the funds are posted to your University account.

Completed request forms received on or before:		Processed by Foundation on or before:
September 15		September 30
December 15		December 31
March 15		March 31
June 15		June 30