MICHIGAN TECH FUND

FUND MANAGER INFORMATION
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INTRODUCTION

The Michigan Tech Fund (“MTF”) is the entity authorized by the Michigan Technological University (“MTU”) Board of Control to receive, invest, and disburse gifts raised to support MTU. The MTF is tax-exempt under section 501(c)(3) of the Internal Revenue Code, is a Michigan nonprofit corporation, and is considered a public charity.

The MTF accepts gifts in the form of cash, checks, credit cards, securities, gifts-in-kind, and real estate.

Gifts are invested by the MTF until they are spent for the purposes for which they were intended. When received, gifts are entered into the following fund types:

**Demand funds:** These are meant for short-term money. Demand funds are available to be spent at any time. They are invested in short-term fixed income and cash. No investment income is allocated to demand funds.

**Quasi-endowed funds:** These are meant for mid-term money. Quasi-endowed funds are available to be spent at any time, but are recommended for gifts that won’t be used for several years, as quasi-endowed funds are invested in equities, fixed income, and cash. Investment income is allocated to quasi-endowed funds monthly.

**Endowed funds:** These are meant for long-term money. Endowed funds are unique in that the original gift amount, also known as the corpus, cannot be spent. Only a portion of the investment income allocated to the funds is available for spending. The MTF Board of Directors determines the spending policy for endowments. Currently, 4.0% of the twelve-quarter rolling average market value of an endowed fund is available for spending. Amounts that are available to be spent from an endowed fund but are not spent in a given year become carryforward and can be spent in subsequent years. Endowed funds are invested in equities, fixed income, alternative investments, and cash. Investment income is allocated to endowed funds monthly.

In order to pay for the cost of the MTF’s operations, an administrative fee is assessed on demand, quasi-endowed, and endowed funds. This fee is charged monthly and is based on the average balance of a fund.

DISBURSEMENTS

The MTF disburses checks on a weekly basis. Send all requests for disbursements to accounts payable at the MTF by 5:00 p.m. Friday to be included in the following week’s check run. Prepare a Check Request Form [insert link?] for each vendor, and attach supporting documentation. An MTF Fund Authorization Form [insert link?] must be on file at the MTF prior to requesting disbursements. A fund manager may appoint a designee on this form.
**APPROVAL**

*All check request forms* for disbursements from demand, quasi-endowed, and endowed funds will be signed by the fund manager or designee. The following requests require additional approval signatures:

**Requests from $5,000 to $24,999:** Fund manager or designee and department head or higher (chair, dean, director, vice president, or MTU president, depending on the reporting level of the fund manager) or designee.

**Requests from $25,000 to $99,999:** Fund manager or designee and vice president in charge of the requesting area or designee. (This category includes grouped requests totaling $25,000 or more.)

**Requests equal to or greater than $100,000:** Fund manager or designee and the MTU president or designee.

**Interdepartmental charges and scholarship disbursements:** These require approval of the chief financial officer of the MTF or designee, acting as the fund manager. Attach the invoice and other appropriate documentation to the requests, and forward the packet to the MTF. All requests for payment through charge accounts at MTU (print shop, bookstore, etc.) must have proper documentation (invoice, receipt). The interdepartmental charges will be processed on a monthly basis.

**ALLOWABLE EXPENSES**

Allowable expenses ordinarily include direct payment for, or reimbursement of, the actual costs incurred in fulfilling the donors’ intent in meeting the needs of the department. The following clarifications are provided to help departments determine if expenditures are appropriate:

**Fundraising travel:** Fund monies may be spent for reasonable expenses incurred in fundraising travel.

**Employee/department gifts:** Fund monies may be used for gifts, flowers, memorials, or similar items only to the extent that such expenditures are reasonable.

**Employee/department gatherings:** Funds monies may be used for parties, retreats, dinner, or other gatherings only to the extent that the fund description states that this is an intended purpose of the fund and such expenses are reasonable in cost. Discretionary funds may be used at the discretion of the fund manager for such activities only to the extent that such expenditures are reasonable in cost. Examples of allowed expenses include departmental functions that are reasonable in cost or staff retreats that are for business-related purposes. No funds may be used for parties, retreats, dinner, or other gatherings that are for the sole private benefit of individual faculty, staff, or their families, or when there is no primary MTU business purpose.
Payments to students: All scholarship, award, loan, or other payments to be made to students must be transferred to an appropriate MTU account for payment by MTU. Except for permitted reimbursements for appropriate employee/department gatherings and travel-related expenses, payments for scholarships, loans, advances, travel awards, and other reimbursements cannot be made from a fund directly to a student.

Payments to other individuals: Payment of salary, awards, or honoraria cannot be made directly from a fund to an individual employed by MTU, except for permitted reimbursements for appropriate employee/department gatherings and travel-related expenses.

Donations: Fund monies may not be used for donations to groups or people outside MTU, such as charitable organizations, charitable events, or fundraisers.

Sales tax: Because MTU and the MTF are tax exempt, sales tax is not an allowable expense.

RECORDKEEPING

The MTF will retain gift documentation relating to the intent of the donor, and the receiving department may request and retain a copy of that documentation. If no documentation currently exists on the intent of the gift or donation, it should be requested from the donor and retained by the MTF.

In order to comply with employment laws, IRS rules, NCAA rules on student athletes, and federal financial aid requirements, MTU maintains complete and accurate records of certain payments to individuals. When fund managers request funds from the MTF to be transferred to MTU, MTU will make and confirm the ultimate distribution to the appropriate recipient of the funds. This procedure applies to all payments to individuals for services, payments for employee awards, and scholarship and award payments to students.

FORMS

Check Request Form: This form is used to request a disbursement from an MTF fund. Payee, Date, Amount, Purpose, and Fund Number fields must be filled in, and the appropriate signatures must be obtained.

Fund Authorization Form: This form is used to open a new MTF fund. Fund Name, Date, Department, Purpose of Fund, and Fund Manager fields must be filled in, and the appropriate signatures must be obtained. A fund manager must be an MTU employee.

Deposit Form: This form is used for non-gift money that will be deposited into an MTF fund.

Banner Access Authorization Form: This form is used to get Banner access for financial and gift information of an MTF fund.
**MICHIGAN TECH FUND**

**MICHIGAN TECH FUND DEPARTMENT USE – CHECK REQUEST**

<table>
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<th>Payee: _____________________________________________</th>
<th>Date: ________________________</th>
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<td>Amount: _____________________</td>
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**Purpose:**

Fund Number: __________________________

Fund Manager or Designee (all requests)  

Department Head or higher (Chair, Dean, Director, Vice President, or President, depending on reporting level of the Fund Manager) (request equal to or great than $5,000, but less than $25,000)

Vice President in charge of requesting area  

ḾTU President (requests equal to or greater than $100,000)

(requests equal to or greater than $25,000, but less than $100,000, including grouped requests totaling $25,000 or greater)

**Tech Fund Accounting Use Only**

<table>
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<tr>
<th>Date: _________________________________</th>
<th>Coding: ________________________________</th>
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<tbody>
<tr>
<td>Invoice #: ___________________________</td>
<td>Check #: ________________________________</td>
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<tr>
<td>Balance: _____________________________</td>
<td>Authorization: ___________________________</td>
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The University employee(s) whose name(s) and signature(s) appear below have been delegated authority to authorize documents and/or access information and check requests or transfer on the funds listed below:

Fund #: __________________________ Fund Name: ______________________________________
Date: ___________________________ Department: ______________________________________
Purpose of Fund: ______________________________________________________________________

Is the Fund designated for research-related donations: If so, check this box. ☐

Change of Fund Manager (complete this section only if a fund manager is being replace):
Full name of outgoing fund manager: ______________________________________________________
Signature of outgoing fund manager or supervisor: ___________________________________________

Fund Manager:
Full name of fund manager: ______________________________________________________________
Signature of fund manager: _____________________________ M #: ________________________
Limitations, restrictions (if any): __________________________________________________________

Designee(s) (List one or more designees, as necessary):
Full name of designee: __________________________________________________________________
Signature of designee: __________________________________ M #: _______________________
Limitations, restrictions (if any): __________________________________________________________

Full name of designee: __________________________________________________________________
Signature of designee: __________________________________ M #: _______________________
Limitations, restrictions (if any): __________________________________________________________

Please return completed form to the Michigan Tech Fund.

(For Michigan Tech Fund Use)
Approved by: ___________________________________________________________________________

Designated individual at Michigan Tech Fund responsible for interdepartmental charges:
Full name of designee: __________________________________________________________________
Signature of designee: _____________________________ M #: _______________________
Limitations, restrictions (if any): __________________________________________________________________
MICHIGAN TECH FUND
DEPOSIT

From: ______________________________________________ Date: ________________________
(Name of person submitting deposit)

Signature: __________________________________________________________________________

Department: __________________________________________________________________________

Phone: ____________________________________________

Deposit Amount: $ ___________________________________

Deposit in MTF fund number: ___________________________

Please attach copy of letter and/or other documentation that came with the check or cash. Include a brief summary of the deposit.

If you have any questions, please call the Michigan Tech Fund at 7-1930.
The University employees whose name and signature appear here have been are authorized to view and use the areas of information as noted below.

☐ Donor information (excluding gift amounts)   ☐ Confidential donor contact information
☐ Donor information (including gift amounts)   ☐ Fund balance information
☐ Other (describe) ______________________________

_________________________  ____________________________
Employee’s name        Userid
_________________________
Signature

_________________________  ____________________________
Employee’s name        Userid
_________________________
Signature

**Approval:**

_________________________  ____________________________
Name, Dean or Department Chair        College or Department
_________________________
Signature        Date

Send completed form to the
Information Services Manager, Office of Development,
or fax to 7-3488.