

# WILLIAM & MARY FOUNDATION CHECK REQUEST FORM

To Reimburse W&M via ACH/Direct Deposit

Contact Name, Department, Phone: XXXXXXXX **1**

Vendor/Payee Name: **William & Mary**  
Direct Deposit (index-account) XXXXXXXX - 550300 **2**  
• Only (1) Chart W index per reimbursement form

Banner Vendor Number: **931056374** (William & Mary – Foundation Use)

Limit of 10 Foundation indexes **4**

**3**

Index	Account Code – 714510 only	Amount
XXXXXX	714510	\$
Total Amount Requested:		\$

**5**

**6**

Description of Expenditure/Commodity:  
XXXXXXXXXXXXXXXX

*Do not adjust template; if more space is needed for description, provide it as additional supporting documentation.*  
\* \* \* \* \* **REQUIRED APPROVALS** \* \* \* \* \*

The fund administrator certifies that the goods or services specified above have been received or performed, that sufficient budget is available to cover payment, and that this expenditure is a proper charge to the fund(s) indicated.

**PURCHASES OF \$20,000 OR MORE**—must first have two additional signatures of the following officers of the Foundation: [see](#) Chairperson of the Board, the Vice Chairperson for Development Strategy, the Vice Chairperson for Investments, the Chief Executive Officer, the Secretary, the Chief Financial Officer and Treasurer, the Assistant Treasurer.

**PURCHASES OF \$50,000 OR MORE**—must first be approved by the Chair of the Budget & Finance Committee of the Board of Trustees of the William & Mary Foundation.

**7**

Fund Administrator	Date	CEICFO & Treasurer/Board Chair/Board Vice Chair	Date
Assistant Treasurer	Date	Budget & Finance Committee Chair	Date

# How do I complete a WMF check request form?

[link](#) to download form



Things to know before you start...

- which of your chart W indexes have a negative balance and the amount of money in them that needs to be reconciled ([link](#) to guide)
- the chart E indexes that align with your chart W indexes ([link](#) to guide)

## 1 Contact Information

Enter your name, department, and W&M phone number. If you are completing the form on someone else's behalf, use their information instead.

## 2 Chart W Index

Enter the 6-digit code for the Chart W index that is being reconciled. DO NOT change the account code already entered in the form.

**Only 1 chart W index can be entered on each form. Separate forms must be submitted if you have multiple W indexes that need to be reconciled.**

## 3 Chart E Index

In the 1st column of the table, enter the Chart E index that corresponds to the Chart W in step 2. DO NOT change the account code already entered in the table.

**Most W indexes will only have 1 matching E index, but some have multiple. If you have multiple E indexes and need to split the total amount between them, type each E index on separate lines in the table.**

## 4 Amount

Once you know the amount of money that needs to be reconciled from your index, enter that amount in the far right column. If there are multiple chart E indexes for your W index, you can split up the total amount between them if desired.

## 5 Total Amount

At the bottom right cell in the table, enter the total amount that needs to be reconciled in the chart W index. In most cases, this will be the same number as in step #4.

## 6 Description of Expenditure/Commodity

Provide a brief description of how the money was spent.

- salary expenses for [person]
- travel/conference costs for [name]
- reference materials and technology
- memberships for [organization]
- scholarships/awards for [name]
- guest speaker [name] for [event]

Include names, 93 numbers, event titles, travel locations, and award names when relevant. You may need to add more detail if there are restrictions on the index, like GPA or degree requirements.

## 7 Signers - Fund Administrator

In the "Fund Administrator" cell at the bottom of the form, enter the name of the person in charge of the W index, usually your Dept Chair. If you don't know who has authority, use the Index Search on FinOps ([link](#) to guide).

# 8

## Convert to PDF

The Check Request form must be sent as a PDF. Click [here](#) if you need a guide on saving a Word Document as a PDF.

# 9

## Supporting Documentation - Non-Payroll

The required documentation depends on the kind of expense(s). For most transactions, a PDF of the index's Banner summary or Qlik transaction report will be sufficient.

### Banner 9 (preferred)

1. FGIBDSR Executive Summary
2. Enter your chart W index code
3. Tools button (upper right corner)
4. Select "Print Screenshot" and save it as a PDF
5. Optional - Highlight the relevant transactions in Adobe Acrobat if there are a lot of extra transactions. Save the PDF again.

For a more detailed guide, click [here](#).

### Qlik

1. Finance Stream
2. Budget Detail tile
3. Transaction Detail sheet
4. Enter your chart W index code
5. Filter by date if needed
6. Export the data into Excel
7. Condense the spreadsheet, deleting irrelevant or empty columns
8. Save the spreadsheet as a PDF, preferably on a single page

For a more detailed guide, click [here](#).

**For financial awards and/or Chart E indexes with specific restrictions, you may have to provide more unique proof like invoices or notes on award recipients.**

## 10 Supporting Documentation - Payroll

If any W&M employee is paid from the Chart W index, you must provide more information. If you have access to the Human Resources stream in Qlik, follow these steps.

1. Human Resources Stream, Labor and Benefits Distribution tile
  2. **Gold** Employee Pay Period sheet
  3. Search for the W index in the report's Index column
  4. Export the data into Excel and condense the spreadsheet
  5. Save the spreadsheet as a PDF, preferably on a single page
- For a more detailed guide, click [here](#).

**If you do not have access to the HR stream, contact [Kori Varner](#) to be sent a report.**

## 11 Combine PDFs

Open Adobe Acrobat, and select the button titled "Combine Files." Once opened, click "Add Files" and select your completed request form and all supporting documentation. Click [here](#) for a more detailed guide.

Save the new combined PDF file with a name that includes: DEPT, Chart W index, amount requested, and the date range of the transactions.

## 12 Signature(s)

Upload the combined PDF in DocuSign. Add your required signer(s), insert the signature and date fields, and send. Once it's signed, download the form again. Click [here](#) for a more detailed guide.

## 13 Submit!

After re-downloading the signed version of the file, start an email to Heather Bowers Bouchard at [wmfdirect@wmf1693.org](mailto:wmfdirect@wmf1693.org)  
Subject Line: Index number, total amount requested  
Attach the PDF of your signed Check Request, send, and **DONE!**