

Ball State University  
Purchasing Department  
**Policy: Foundation Requisition**

**General**

The Ball State University Foundation manages and administers University related Foundation accounts and funds, therefore purchases that are to be made with funds from a Foundation account are not entered directly into JAGGAER by departments.

**Procedure:**

Submit a requisition in JAGGAER using the departmental FOAPAL code. The department will request reimbursement from the University Foundation to cover the cost of goods purchased after the original requisition has been placed.

A completed form titled "Foundation Withdrawal" form listing the items purchased must be submitted to the Foundation Office. A copy of this form can be found at: <https://www.bsu.edu/-/media/www/departamentalcontent/alumni/pdf/requestforwithdrawalofrestrictedfunds.pdf>. Please note which FOAPAL needs reimbursed on these forms.

Invoices for the transaction are to be sent directly to the Accounts Payable Office and should include the Purchase Order number.

**Note:** Catering events that are funded solely by BSU Foundation funds will be approved via the electronic Catering Request form found in JAGGAER. These forms will be submitted via BSU Dining.

**Responsibility:**

Departments on Campus  
Foundation

**Other Departments Affected:**

Accounting  
Purchasing  
Finance

Original Creation Date: 10/8/2012

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