



PROCEDURE TITLE:

Requesting Disbursements from the KSU Thoroughbreds Foundation, Inc.

APPLIES TO:

All KSU employees seeking to expend funds held by the KSU Thoroughbreds Foundation, Inc.

ADMINISTRATIVE AUTHORITY:

Office of Institutional Advancement & External Relations

APPROVED BY:

President Koffi C. Akakpo

EFFECTIVE DATE:

June 23, 2025

NEXT REVIEW DATE:

June 23, 2027

PROCEDURE STATEMENT:

This procedure outlines the mandatory steps for requesting and approving the disbursement of funds held by the KSU Thoroughbreds Foundation, Inc. ("Foundation"). The purpose of this procedure is to ensure that all expenditures are properly authorized, compliant with donor intent, consistent with the Foundation's charitable purpose, and aligned with Kentucky State University (KSU) priorities.

DEFINITIONS:

Disbursement

A payment made from Foundation funds to a third-party vendor or as a reimbursement to a KSU employee or department.

Disbursement Request Form

The official university form used to initiate a request for the expenditure of funds held by the Foundation.

KSU Thoroughbreds Foundation, Inc. (Foundation)

The independent charitable organization that holds and manages philanthropic funds for the benefit of KSU.

PROCESS:

Standard Disbursement Request Workflow

- **Complete Request Form:** The KSU employee initiating the request must complete the official Disbursement Request Form, providing all required information, including:
 - The purpose and a detailed description of the expense.
 - The total amount of the disbursement.
 - The name and address of the vendor or payee.
 - The KSU account number to be charged.
 - All relevant supporting documentation (e.g., invoices, receipts).
- **Internal KSU Approval:** The completed request form must be approved, in order, by:
 - The requestor's immediate supervisor.
 - The appropriate divisional Vice President.
- **Submission to Institutional Advancement:** The fully approved form and all supporting documentation must be submitted to the Office of Institutional Advancement. This office will conduct a final review to ensure the request aligns with donor restrictions and university policies.
- **Foundation Review and Payment:** After its review, the Office of Institutional Advancement will forward the approved request to the Foundation. The Foundation will conduct its own review for compliance and, upon approval, will process the payment directly to the designated vendor or payee.

Special Disbursement Types

- **Scholarships:** The process for awarding and disbursing endowed scholarships is overseen by the campus Scholarship Director, who will coordinate with the Office of Institutional Advancement to facilitate payments from the Foundation.
- **Employee Reimbursements:** All requests for employee reimbursement from Foundation funds must comply with KSU's Accountable Plan for Employee Expenses Policy.

REFERENCES AND RELATED MATERIALS:

- KSU Gift Acceptance Policy
- KSU Accountable Plan for Employee Expenses Policy

CONTACTS:

Subject	Office	Telephone	E-mail
Procedure Questions	Institutional Advancement & External Relations	(502) 597-5500	Michael.DeCourcy@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	November 2023	Michael DeCourcy
Moderate Revisions and Recategorized as a Procedure	June 2025	Zach Atwell
