

The NSC Education Fund is a separate 501(c)3 organization, and its monies are held independently of college dollars and accounting structures. As such, an IDC (Interdepartmental Charge/Credit) cannot be used to access monies held by the Education Fund. This document was designed to outline the process by which college divisions and departments can access donor-designated monies held by the Education Fund.

There are two kinds of general accounts held by the Education Fund: Program Support and Scholarship. The dollars in these accounts are designated by donors to the Education Fund for specific purposes or restrictions, and can only be used accordingly. Funds are available at the discretion of the division or department Dean or Director and/or the area Vice President. Faculty and staff should check with their Dean or Director prior to any expenditure which may require a request for funds.

Program Support dollars are accessed by completing a [Check Request Form](#), and are generally issued on a reimbursement basis. Program support includes but is not limited to professional development, equipment purchases, special projects, or marketing. With very few exceptions, Program Support dollars *cannot* be used for food or beverage.

There are four methods for accessing program funds:

1. Reimbursement to the College:
 - a. The division or department makes a purchase, payment, order, etc, from their college budget number.
 - b. A [Check Request Form](#) is submitted to the Education Fund, with all relevant receipts, signatures, and backup documentation.
 - c. The Education Fund issues a check to the College to reimburse the division or department budget number.
2. Reimbursement to an individual:
 - a. An individual, with authorization from the appropriate Dean or Director, makes a purchase on behalf of the department or division, using personal funds (credit card, check, cash, etc).
 - b. The individual submits a [Check Request Form](#) to the Education Fund, with all relevant receipts, signatures, and backup documentation.
 - c. The Education Fund issues a check to reimburse the individual directly.
3. Payment to a college budget ahead of service
 - a. The division or department contracts with a third-party and receives a contract or invoice for goods or services that will take place in the future or over a set period of time, and there is a compelling reason for the Education Fund to transfer the contracted amount to the College budget before the service is provided.
 - b. A [Check Request Form](#) is submitted to the Education Fund, with all relevant documentation and signatures.
 - c. The Education Fund issues a check to the College to transfer the appropriate funds to the division or department budget number.
 - i. The division or department then pays the contractor directly per the terms of the agreement.

4. Payment on behalf of a division or department:
 - a. The division or department contracts with a third-party (outside vendors, College Food Services, etc) for goods or services and receives an invoice, statement, or bill.
 - b. A [Check Request Form](#) is submitted to the Education Fund, with all relevant receipts, signatures, and backup documentation.
 - c. The Education Fund issues a check to pay the third-party on behalf of the division or department.
 - i. UNDER NO CIRCUMSTANCES should the Education Fund be billed/invoiced directly by the third-party.

A completed check request should include signatures from the Division Dean or Director and area Vice President. For payments involving food, beverage, or travel expenses, approval from the college Business Office is also needed. All signatures must be acquired *before* the paperwork is received by the Education Fund. If any required signatures are missing, the check request will be returned to the originating department contact.

The ideal routing for approval signatures is:

1. Division Dean or Director
2. Area Vice President
3. Business Office (if necessary)
4. Education Fund

A valid five-digit Education Fund Project Number is also needed to complete a check request. The Education Fund generates annual reporting of available Program dollars; it is the division or department's responsibility to ensure that they do not overspend their Project Account. Should a check request be for a value over that of the available dollars, it will be returned to the division or department for adjustment. If a division or department is unsure of what Project Number to use or how much they have remaining in their Project Account, they should contact the Education Fund well in advance of completing any paperwork.

Scholarships are awarded by the division or department in collaboration with the Education Fund's Scholarship Manager. If the scholarship is to be run through the Education Fund's regular application cycles, no involvement is needed from the division or department unless required for the review process.

If the scholarship is to be awarded by the division or department *outside* of the Education Fund's regular cycles, the following procedure should be followed:

1. Members of the division or department meet with the Scholarship Manager to review the guidelines and award process for the scholarship.
2. The division or department meets with the Business Office and Financial Aid to set up a budget number and FAPC code for the scholarship. It should be noted that the new budget number gets billed to the Education Fund.
3. Once the award decision has been made, the division or department notifies Financial Aid of the award recipients, and copies the Scholarship Manager on the communication.
4. The Business Office invoices the Education Fund for the awarded scholarships on a quarterly basis. The Scholarship Manager reconciles the invoice to the original award notification sent by the division or department and accounts for any discrepancies.

5. The Scholarship Manager completes a Check Request Form and the Education Fund pays the college invoice.

On a case-by-case basis, the Education Fund may pay tuition and/or fees directly to the college for the benefit of (FBO) a particular student. Please check with the Education Fund prior to starting any process which may result in this type of payment. With approval of the Education Fund, the process for "Payment on behalf of a division or department" should be followed for these situations, listing North Seattle College as the payee, and identifying the student benefiting from the payment.