OSUF Funding Verification Form

Project Name:	
AiM Project Number:	
Project Description:	

Banner Chart-Fund Code to be reimbursed:	
Amount for the project:	
Foundation Project Number:	
Foundation Project Name:	
OSUF Originator:	
Originator's signature:	
OSUF Administrative Approver:	
OSUF Approver's signature:	

☐ Are any Gifts-in-Kind anticipated for the project? If yes, please check the box and provide any available information in the notes box below or attach documentation.

The Oklahoma State University Foundation:

1. Agrees there is cash on hand in the above listed OSUF Project Number to cover this obligation to the University;
2. Agrees that the use of these funds for this project is consistent with the donor's intent; and
3. Agrees that the information about each OSUF Project including the Foundation Project Name, Project Number, and the Originator and Administrative Approver is correct.

Philip Norwood, OSUF Director of Finance and Investment Services

Notes:

OSUF Funding Verification Form Directions

Sender:

1. Add Project Name, AiM Project Number, and a brief description of the project. This information should be on the Project Funding Agreement.
2. Provide the Banner chart and fund code that the project expenses will be charged to before they are reimbursed by the Foundation. This can be the Plant Fund number associated with the project.
3. Fill in the amount the Foundation Project Account is to provide for the project. Also provide the Foundation Project Number, Foundation Project Name, the names of the OSU employees who are the Originating Approver and the Administrative Approver for the Foundation account.
4. If you know of any gift-in-kind donations that are anticipated for the project, please check the box and provide the details either in the notes field or by attaching documentation.
5. If there are any other notes that you need to add, please provide those in the notes field.
6. Print the form and have the Originating Approver and the Administrative Approver for the Foundation account sign on the appropriate lines.
7. Send the form to OSUFacct@osugiving.com at the OSUF for verification.
8. Once the OSUF has signed the form, please finish the project funding agreement and attach the signed OSUF Verification to the funding agreement and email to plantfunds@okstate.edu.

OSUF:

1. Please review the information of the form for accuracy. If any of the information is incorrect, please return it to the sender for correction.
2. If the information is correct, the funds are available, this use is within the donor's intent, and there are no issues with the use of these funds for this project, please sign and return to the sender.
3. Once the complete Project Funding Agreement has been executed, you will receive an emailed copy of the executed agreement.

Any questions about this form or about the funding agreement can be emailed to funding.agreement@okstate.edu.