



Authorization to Pay

FSU FOUNDATION, INC.
101 BRADDOCK ROAD
FROSTBURG STATE UNIVERSITY
FROSTBURG, MARYLAND 21532-1099

DATE OF ORDER	FUND NAME	FUND NUMBER
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TO:

QUANTITY	ARTICLE OR SERVICES	UNIT PRICE	TOTAL PRICE
	<div>Original Receipts Must Accompany Authorization</div> <div>COMPLETE DISTRIBUTION BELOW. Distribution code on reverse side.</div>		

DISTRIBUTION:

FUND NUMBER	PAY CODE	DESCRIPTION	AMOUNT

FROSTBURG STATE UNIVERSITY
FOUNDATION, INC.

SIGNATURE APPROVAL
(Executive Director)

AUTHORIZED FUND REPRESENTATIVE TITLE DATE

Entered

Pay Codes

The FSU Foundation is responsible for maintaining accurate records of all expenditures. The coding of expenditures (bottom box) provides an accounting of expenditures by categories for an account and the overall operations of the FSUF. Identify expenditure items using the following codes.

- 601 Pass Thru Scholarship** – payment for scholarship from non-endowed source
- 602 Endowed Scholarship** – payment for scholarship from endowed source
- 604 Student Aid** – payment for non scholarship student aid
- 606 Grants** – payment for an agreed upon purpose or program (usually to a FSU account)
- 607 Trophies** – payment for a physical recognition trophy or printed award
- 609 Contribution** – payment for a contribution to another organization
- 610 Equipment / Materials** – payment for equipment / materials to be used by a program or activity
- 611 Rental** – payment for commercial rental of goods or service
- 615 Food Events / Programs** – payment for food and associated costs for events / programs
- 616 Reimbursement / Travel Food** – all personal reimbursement requires receipts with actual costs and a statement of purpose with a signature of next level authority. Travel expenses require an additional travel form.
- 617 Memberships / Subscriptions / Registration Fees**
- 619 Postage** – payment for delivery of mail
- 620 Office Supplies** – payment for non equipment supplies (paper, general, consumable...)
- 621 Printing** – payment for printing, commercial or FSU
- 624 Advertising** – payment for commercial type advertising
- 625 Gifts / Premiums** – payment for items used as “give-aways”
- 630 Supplies** – payment for non equipment items (see bookkeeper for definition)
- 644 Insurance** – payment for event, accident or other insurance
- 645 Refund** – refund of payment made to FSUF
- 648 Flowers** – payment for perishable plants
- 650 Transfers Out** – Internal transfer to another FSUF Account