



Authorization to Pay

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

DATE OF ORDER	FUND NAME	FUND NUMBER

TO:

1. **What is the primary purpose of the study?** (e.g., to evaluate the effectiveness of a new treatment, to explore the relationship between two variables, to describe a population, etc.)

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

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