March 2020

*****UNG Foundation Temporary Procedures for Check Requests******

Due to the recent directive per the University System of Georgia and the guidance of the Centers for Disease Control and Prevention (CDC) and Georgia Department of Public Health (DPH), we will begin accepting scanned UNG Foundation check requests with original receipts in order to prevent exposure and to help slow the spread of COVID-19.

Effective March 16, 2020 the UNG Foundation will accept completed check requests via email. As always, each request must have an authorized signature(s), justification and backup documentation. Please make sure all **originals** for check requests sent electronically during this time are marked - **ORIGINAL –Scanned copy emailed on (date)** and the originals are sent to the UNG Foundation office.

If you are unable to obtain approving signatures on the actual check requests due to limited scanning capability, please attach backup documentation and submit with email approvals.

Please send all electronic requests to **foundationaccountspayable@ung.edu**.

Per UNG Foundation policy, check requests deadline will continue to be Tuesday by 5:30 with checks processed and mailed the same week on Thursdays.

As a reminder, Foundation Expenditure Control policies are on our website at the following link: [https://unggive.org/foundation/policies](https://unggive.org/foundation/policies)

If you have questions regarding the information above, please reach out to Foundation Accounting staff:

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