FOUNDATION WARRANT SUBMISSION AND DOCUMENTATION STANDARDS

The guidance below must be followed when completing a Foundation Warrant to ensure timely approval and processing. All required documentation must be attached at the time of submission.

These requirements apply to all Foundation warrants regardless of the funding source.

IRS Business Justification Section Requirements

The IRS Business Justification must clearly explain the specific purpose of the payment, including:

- Reimbursements to the University
- Payments to vendors

This explanation must also be consistent with the Purchase Description field next to the vendor's name.

Insufficient or vague descriptions will result in delays or the warrant being returned for correction.

Appropriate Business Purpose – University Reimbursements

Acceptable Examples

- Reimb PC 3/12/26 A Smith last 4 digits of card 1234 – ink for copy machine
- Reimb PAF A Smith payroll 3/12/26
- Reimb class supplies utilized for FIN 320

Not Acceptable

- Reimburse supplies
- Reimburse travel
- Reimburse expenses

Appropriate Business Purpose – Vendor Payments

Acceptable Examples

- Invoice 1234 – Engineering student volunteer shirts for E&T Expo for high school student recruiting
- Catered dinner provided to student athletes Mar 1–12, 2026

Not Acceptable

- Invoice #1234
- Shirts
- Snacks

Chrome River Expense Report Reimbursements (LaCarte and Travel)

- Submit only one warrant per expense report.
- Do not split a single expense report across multiple warrants.

Required Documentation

All required documentation must be attached at the time of the warrant submission.

- **Itemized receipts –** All receipts must include *date of purchase* and the *vendor/business name*.
- **Proof of payment –** For individual reimbursements, must indicate the item was *paid* and include the *payment method* used (last four digits of card, if applicable).
- **Chrome River Pre-Approval –** The *approved* pre-approval is required for all travel reimbursements, including mileage reimbursements.
- **Chrome River Expense Report –** The *'Exported'* expense report is required for LaCarte card expenses
- **PAF –** an *approved* PAF is required for payroll reimbursements.
- **Purchase Order –** A copy of the *paid purchase order* is required when reimbursing the University for vendor-paid expenses.
- **W-9 –** A completed and signed Form W-9 is required *prior to submission* when paying an individual who is not a University employee.
- **W-8BEN and 8233 –** A completed Form W-8BEN is required for payments to non-U.S. individuals. Form 8233 is required when a non-U.S. individual is claiming a U.S. tax treaty exemption.
- **PUR-106 –** An *approved* form PUR-106 is required for items bearing the University of Louisiana at Lafayette name, logo, trade name, or trademarks (e.g., promotional items, trophies, plaques, awards, sponsorships, tablecloths, backdrops, and similar items).
- **Attendee List –** A complete list of all attendees is required for meal purchases involving multiple individuals.

Warrants submitted without all required documentation will be returned to the initiator for completion and resubmission, which will delay processing.

Questions

For questions or additional guidance, please contact:

Angie Smith
337-482-1395
angie.smith@louisiana.edu