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## FISCAL YEAR END 2024 Fact Sheet

### Alumni Foundation Flow Through Funds

**Department Use:** For use by departments in the timely processing of transactions. Situations may occur that require processing outside of the dates listed below. Please consult your division's Chief Business Officer or the Controller's office at [jodi.morgan@und.edu](mailto:jodi.morgan@und.edu) for additional guidance.

Purchases using a fund number beginning with "26" must also use a project ID that starts with "UNDF". The format of the project ID is UNDF0XXXXX with the XXXXX correlating with the fund number at the UND Foundation that the department wants to use to reimburse the UND expense. A listing of all available "UNDF" projects can be found in the "Chartfields – UND Foundation Project ID Listing" report on the [UND Finance Reports website](#).

Any activity via journal voucher, journal entry, expense via UND Marketplace (Jaggaer), via UND P-card, or travel and expense report after July 5 will not be reimbursed by the UND Alumni Foundation until FY25. Purchases made using a UND P-card from June 24 - June 28 will not be uploaded to the general ledger prior to the Foundation's July 5 deadline for processing transactions in their FY24. Therefore, these expenses will not be reported by the UND Alumni Foundation or reimbursed until FY25.

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**June 28** Deposits must be received by the UND AA&F (Gorecki Alumni Center), 3501 University Ave, by 1:00 pm on Friday, June 28, 2024.

**July 5** Transactions received by the UND Alumni Foundation after July 5 will be processed and charged to FY25.

*\*Note: A transaction must be fully approved (including Central Finance approval) by July 5 to be reimbursed by the Alumni Foundation in FY24.*