UConn Foundation RFD Checklist

1. **Event information:**
   - Flyer/invitation
   - List of attendees w/ relationships
   - Signed pre-approval form
   - Invoice/original receipts
   - KFS portion (if any)

2. **Signatures (additional requirements):**
   - Dana Wilder- when primary signatory is in attendance
   - Dean’s- disbursements over $10K
   *Please still send to BSC, who will route appropriately

3. **University FRS Accounts:** corresponding KFS or WebFocus reports are required

4. **Forms:**
   - New vendor- W-9 tax form required
   - Vendor performing/working on site- insurance certificate

5. **Expense reports:** Attached original receipts (tape to a sheet of paper and attach). Also, include mileage and exchange rate verification from the Web (i.e. Mapquest).