OFFICE OF THE PROVOST & ACADEMIC AFFAIRS UNT

CHARN USWACHOKE FUND AWARD

UNT Foundation #373

- The MOU for the Charn Uswachoke International Development Fund is housed at UNT Foundation.
- Awards are paid from available funds on an annual basis. Quarterly reports are sent out electronically to the departmental Budget Officer in Academic Resources and to the Office of the Provost.

International Programs

- International Programs contacts the department Budget Officer in the office of the Vice Provost for Academic Resources for the amount that is available for awards. The Budget Officer calls UNT Foundation to request the available funds balance to date and informs International of the amount that is available to award.
- International Programs post a Request for Proposal (RFP) on their website with all the details of sending in a proposal to receive one of the awards given in that year. Once awardees are chosen, letters are sent out to the recipients and a list is sent to the Budget Officer in the office of the Vice Provost of Academic Resources.

Office of the Vice Provost for Academic Resources

A notification list of recipients is sent to the Budget Officer in the office of the Vice Provost for Academic Resources.

The Budget Officer will confirm that each recipient has a valid chartstring with faculty project ID's for the recipient.

If the recipient does not have a Faculty project ID number, the college budget officer or department admin will be contacted to complete a Chartstring setup request form for the faculty members project ID number to be assigned.

Once all valid chartstrings are obtained, a UNT Foundation Disbursement Authorization form is completed for each award recipient by the Budget Officer in the office of the Vice Provost for Academic Resources.

The completed forms are scanned into the CHARN Awards Folder in the Provost Office shared drive (Shared/Provostofficestaff/Dilana/CharnAwards). All scanned forms are emailed to the UNT Foundation contact Sara Cochran (CC: Sam Hearns and Wes Davis)

The Foundation will process individual checks for each recipient.

When checks have been processed the Academic Resources Budget Officer will collect the checks from the Foundation Office.

Check deposits are handled in accordance with the Academic Resources cash handling procedure.

Once deposits are made the Academic Resources Budget Officer will notify the recipients that the deposits have been made. The Budget Officer will verify in the Cognos reporting system that each deposit is complete and accurate.

After each Fiscal year, any funds not used by the recipients will be returned to the foundation account. The Budget Officer will enter a requisition(s) for each fund not spent by November 30 each year to allow for sufficient time for outstanding requisitions, journal entries, and accruals to post after the August 31 year end.