

Foundation Warrant Processing Instructions

Purpose

The new electronic system for processing Foundation Warrants (utilizing Dynamic Forms) is outlined below with step-by-step instructions to assist with efficient Foundation Warrant processing and routing for appropriate approvals.

1. Definitions

Initiators: The individual(s) creating and submitting the warrant.

Approvers: The individual(s) reviewing and approving any step of the warrant.

2. Creating a Warrant

Create a new warrant by clicking “Create a New Foundation Warrant” in ULINK under the Financial Resources card. This will open a Dynamic Form to create a new warrant.

The initiator should complete all required fields within the form and attach documentation (i.e. Chrome River Expense Reports for UL reimbursements, paid receipts, etc.) before clicking submit on the form.

The IRS Business Justification must be a specific description of the purchase (i.e. meal with an interviewee); reimburse LaCarte charge is not a correct description.

The initiator is required to sign the warrant before submission.

Once the initiator submits the warrant, it will route to the next approver.

If the warrant is denied for any reason, the warrant will route to Financial Services to determine the next course of action for the warrant and initiator is notified. The initiator can either correct the warrant and resubmit or request the warrant to be deleted/voided.

3. Approving a Warrant

An approver has two options to approve the warrant:

- a) The approver can approve the warrant from the email received indicating that someone has submitted a warrant and it is ready for approval. The link in the email will direct you to the Dynamic Forms User Dashboard.
- b) The approver can approve the warrant from the Dynamic Forms User Dashboard located on the Financial Resources card in ULINK by selecting “Foundation Warrant Form Management.” The approver should click on My Forms / Portal. If any warrants are awaiting your approval, a number will appear in a box under the Welcome message. Once you click that number, it will open a list of warrants ready for approval.

The warrant can be viewed in HTML or PDF format.

To see additional supporting documentation, you must select HTML format; this format allows you to click the links within the attachments section to view the supporting documentation.

After reviewing the warrant in its entirety and corresponding supporting documentation, the warrant is ready for approval.

Click action and select complete form.

Approve or deny and sign.