NONPROFIT PARTNERS

A subsidiary of the Community Foundation for the Alleghenies

MAKING DISTRIBUTIONS FROM YOUR SPONSORED PROJECT FUND

Requests for invoices, reimbursements, and other non-payroll-related payments can be submitted to Nonprofit Partners online using the form found on our website at nonprofit-partners.org/forms.

1. Payment requests should be submitted only by the executive director or an administrative staff member previously authorized by the director. Requests must include an invoice, copies of the original receipts, and/or proof of payment. Bank and credit card statements are not acceptable forms of documentation.

2. Requests must also include the funding source (including the grant number, if applicable) and the expense account or line item per the grant budget, and a description of the purchase and its purpose. All requests should also be submitted with the appropriate code based on the previously approved budget coding created with our accounting staff when you open your fund.

3. All NP funds can direct a grant to a nonprofit (any 501(c)(3) organization, governmental body, or religious group). Documentation is not required for this type of distribution, just a request in writing email will suffice–that includes the name of the organization that is to receive the check, the amount to distribute, and the correct budget code.

4. Monthly reimbursement requests must be submitted within 30 days of the month the payments were originally made. Reimbursements requested later are ineligible for payment. If you are requesting payment to an individual, LLC, or attorney for services rendered, they must complete an IRS form W-9 before we can process payment.

5. Travel expenses will be reimbursed according to the IRS standard mileage rate.

6. To be eligible for state sales tax exemption, invoices must be made out to "Nonprofit Partners, Inc." and not the name of your fund or an individual staff member. If your vendor requires state sales tax exemption verification, you should contact Victoria Kimmel, Accounting Assistant, at payments@nonprofit-partners.org.

7. Please note that indirect costs, general overhead expenses, and administrative costs for large educational institutions and/or research institutions are typically not approved, unless explicitly disclosed in the project budget and approved by the program funder.

8. Checks are typically available between one to two weeks from the date requested. On regular, non-holiday weeks, requests received by the end of business on Tuesday are printed that week and ready for mail on Friday. If a request is received on Wednesday or later, it is printed in the next week's batch of checks.

You can see the status of your checks by visiting our website at nonprofit-partners.org and clicking on "Online Fund Access" at the top of the page. To see grant activity (number 1 above), click the "Grant Distributions" link. To see vendor payments and reimbursements (number 2 above), click on the "Special Projects Expense" link. If you do not yet have an online fund portal account and want to use the system, contact Nick Gjurich, at partnerservices@nonprofit-partners.org.