



WKU FOUNDATION

Your Gifts. WKU's Future.

SPLIT PAYMENT TIPS

The following fields are required for entries.

A. Vendor- (One line)

- Vendor Name

B. WKUF Acct No:

- Up to 3 different WKU Foundation account numbers may be entered here.
- NO UNIVERSITY ACCOUNT NUMBERS

C. Amount Column

- Up to 3 amounts may be entered in this field.

D. Brief Description

E. Signatures – Account Administrator and WKU Foundation

F. Banner Index #

- When entering the requisition on Banner, you must enter the FULL amount, including the Foundation portion. A check will be issued from the WKU Foundation to the University and deposited into the Banner Index number stated on this form.
- The Banner Index # must be filled in with the university account number(s) to be charged. This account will be credited with the WKU Foundation account money being deposited.

G. Commodity Code or Accounting Code

- University Commodity Code or Accounting Code used to process on Banner

The Account Administrator and Responsible Person's signature is required.

After completion, attach to the travel expense voucher, invoice and/or print outs from Banner. Send to the WKU Foundation Office.

If you have any questions, please call the WKU Foundation Office at 5-3105.