

## REQUIRED PROCEDURE FOR ACCOUNTS PAYABLE AND GRANT REQUESTS

EMAIL payment request to: [ap@austincf.org](mailto:ap@austincf.org) or FAX: 512-472-4486, ATTN: Accounts Payable

Mail payment request to: Accounts Payable  
4315 Guadalupe, Suite 300  
Austin, TX 78751

For Questions Contact Paula Lange [plange@austincf.org](mailto:plange@austincf.org)

AP MAILBOX - FOR PROCESSING REQUESTS ONLY – THERE IS NO RESPONSE TO QUESTIONS OR INQUIRES

AP PAYMENT REQUESTS SENT TO ANY OTHER EMAIL ADDRESS ARE AUTOMATICALLY DELETED AND NOT PROCESSED

### PAYMENT REQUESTS

Cut-off for processing requests: Prior to start of current week  
Checks mailed or available for pick up: Tuesday following the current week

Checks under \$25,000 are mailed on Tuesday -- Checks over \$25,000 are mailed by Friday

**AP REQUEST FOR PAYMENT FORM AND SUPPORTING DOCUMENTATION MUST BE COMPLETE AND SUBMITTED TOGETHER in PDF format (go to [cutepdf.com](http://cutepdf.com) for a free download).**

Supporting documentation: Vendor Invoice for direct payment to a vendor  
Copy of paid receipt for each expense reimbursement

Initial request for contract labor payment must include **original** signed W-9

**Payments to individuals for service (contract labor) must be paid directly to that individual, we cannot reimburse a 3<sup>rd</sup> party for paying a contract laborer.**

### GRANT REQUESTS

**Check requests for a distribution for the benefit of another nonprofit not in exchange for services (not a bill) should be emailed directly to [grants@austincf.org](mailto:grants@austincf.org).** The nonprofit's 501c3 status will be verified and there is no need for backup. Include the fund name, grantee name and address, purpose (if any) and the amount.

Distributions to another Fund at ACF can also be emailed to [grants@austincf.org](mailto:grants@austincf.org).