

Foundation Fund Accounts FAQs

What can I use my department funds for?

Designated funds can be used to support students in your department; student support may include purchasing supplies, funding events, or providing resources to students. Please note – you may not use funds to purchase alcohol.

How do I find out my account balance?

Please email Foundation Finance Analyst, Abdul Idris at Abdul.Idris@sjeccd.edu with inquiries about account balance.

Who can access funds?

Account signatories can access and sign check requests to access funds. To find out who your account signatories are, please contact Foundation Finance Analyst, Abdul Idris (Abdul.Idris@sjeccd.edu) and Foundation Advancement Coordinator, Raquel Mendoza (Raquel.Mendoza@sjeccd.edu).

How can I change the account signatories?

Please use this form to update people with permission to sign check requests for the account.

How can I access my funds?

You can fill out this [Foundation Check Request](#) form (please download and edit the form, do not edit the original) and route it for signature on Adobe Sign.

- Please include the vendor's invoice for payment OR the receipt for reimbursement (if the purchase has been paid for by a staff member or student)
- Please CC Foundation Finance Analyst, Abdul Idris (Abdul.Idris@sjeccd.edu) and Foundation Advancement Coordinator, Raquel Mendoza (Raquel.Mendoza@sjeccd.edu) on the Adobe Sign batch.

OR

You can fill out everything except the signature lines on this [Foundation Check Request](#) (please download and edit the form, do not edit the original) and send it to Raquel Mendoza at Raquel.Mendoza@sjeccd.edu to be sent out via Adobe Sign. Please include the receipt or invoice with the check request.

Can my funds be used for an employee stipend?

Yes, if you need to use the funds for a stipend, please submit the check request form (link above), invoice, the detailed contract for work to be performed, and a W-9

Have additional questions? Please reach out to Foundation Finance Analyst, Abdul Idris (Abdul.Idris@sjeccd.edu) and Foundation Advancement Coordinator, Raquel Mendoza (Raquel.Mendoza@sjeccd.edu)!