

AFS Funding Disbursement Process

1. The Office of the Provost receives the AFS's approved funding list. This list details each of the programs being supported, grouped by an Impact Area Coordinator (IAC).
2. IACs are responsible for communicating the approved amounts to the programs under their area. In addition, the IAC also oversees the completion of each program's **Project Coordination Form** that indicates distribution of approved amounts by month for funding.
3. The Provost's Office prepares an annual funding schedule, based on the information obtained on the Project Coordination forms. **TAMU FY11 AFS Master disbursement list**

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- This funding schedule is emailed to Bruce Cowen, AFS Controller, bcowen72@aggienetwork.com as an annual summary at the beginning of the year, and then again on the 1st business day of each month.
 - This monthly summary allows the Provost's office to communicate with the AFS if the timing of program funding should need to be changed from that on the initial annual summary.
 - The monthly email to Bruce should enumerate any modification to the monthly total from what was submitted at the beginning of the year.
4. Each IAC is responsible for an AFS Patronage account that has been set-up in his/her home department. This is the pass-through account where all IAC funds are received from the AFS and then transferred out to the individual program accounts.
 - The Provost's Office will send an annual funding summary to the IACs to let them know what amounts will be hitting the patronage account.
 - The Provost's Office will also send a copy of the monthly funding request to IACs when the funds have posted to the patronage account so the IAC may coordinate the fiscal transfer.
 - i. To fund programs into an SOFC account, a DCR will need to be done to move the revenue to the proper account.
 - ii. AFS funds may not be transferred to the Texas A&M Foundation. If a program is new or does not have a TAMU account, a New Account Request form will need to be prepared & routed to have an AFS-range account set up in FAMIS.
 - The patronage accounts are all alcohol-enabled to facilitate the transfer of funds to the program accounts. However, the *patronage accounts should never post expenses*, they're simply pass-through accounts.