

ACMFF Whys? Answered a/o 11-2022

Why do the required documents for an ACMFF request need to be sent electronically?

First and foremost, sending all of the required documentation in one email saves considerable time. You are specifically asked to submit the ACMFF Request Form as a Word document (not a PDF) as it allows those processing the request to copy and paste necessary information into a format that is then reviewed by the ACMFF Advisory Committee quickly and efficiently. Submitting the form in a Word format also allows for proper documentation on the form as committee votes are received. Second, we save a ton of paper by processing everything electronically.

Why does the child's name need to be in the email's subject line?

The Event and Donations Team receives a lot of requests for support through the ACMFF. Having the child's name in the subject line of the email allows for better organization and more efficiency throughout the entire approval process.

Why does the email need to come from the requestor and not some other person?

Due to the volume of requests, when there is a need for correspondence (e.g., a follow-up question from the ACMFF Advisory Committee or simply to communicate an approval or denial), the person coordinating the request will search the ACMFF inbox for the requestor's name that corresponds to the required documentation. Difficulty responding to requestors will cause delays in the approval process.

Why are original signatures required on the justification letter if they are sent electronically?

In an effort to avoid fraud or any misuse of the funds, we require two original signatures as proof that the information submitted is valid. Should the fund be audited, we are required to provide proof of authenticity. Requiring original signatures of both the requestor and the supervisor is intended to reduce fraudulent use of the fund.

Why do you need a W-9 from every vendor before submitting a request to the committee?

When the ACMFF pays a vendor for an item or service, that information needs to be provided to the IRS for tax purposes. To do that, the ACMFF fiduciary needs to know the tax ID of the vendor. The W-9 is the official form for this purpose. Unless we have the W-9, a check cannot be written.

Why must ACMFF requests be sent to the ACMFF inbox and not directly to a person?

In an effort to ensure that requests are processed in a timely manner, understanding that it is impossible for any one person to be in the office every workday, several members from the Event and Donations Team have access to the ACMFF inbox so that when vacations are planned or sick days occur, requests continue to receive responses. Additionally, having all of the requests go to one inbox allows for better tracking.