How to Request an ACH Foundation Reimbursement

- Complete an ACH Credit Authorization Form found in DocuSign under templates.

- Submit the completed form through DocuSign for security purposes.

- If not already done, complete a W-9 form and submit it through DocuSign alongside the ACH Credit Authorization Form.

- Upon receiving the required information, a prenote process will validate the banking details with no effect on your bank account.

- The ACH payment request process is similar to a check request.

    o Attach all relevant receipts.

    o Obtain approval from the appropriate Department Head and Vice President/Dean before submission.

- Send the completed requests via DocuSign to VSUFoundation@valdosta.edu.

- For more details, refer to the VSU Foundation's Policies and Procedures.