

# FUND EXPENDITURE POLICY

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Foundation

## Introduction

The University of Wisconsin Oshkosh Foundation, Inc. [“Foundation”] promotes, accepts, and manages private gifts on behalf of the University of Wisconsin Oshkosh [“University”]. Overseen by a board of directors, the Foundation treats all gifts in a business-like manner in accordance with the donor’s wishes within applicable state laws.

To ensure the observance of donor designations and restrictions on the use of contributions, separate funds are established within the Foundation’s accounting system. Each fund has a documented purpose and a designated Fund Manager who maintains accountability for administration of the fund.

## Fund Expenditure Policy

The purpose of this policy is to ensure that all expenditures of funds held at the Foundation enhance the educational mission and operations of the University. Foundation funds are intended to provide greater flexibility for the University and its colleges/programs and are used only for purposes that directly benefit the University in attainment of its mission and goals.

Fund managers are expected to exercise sound judgment and a high degree of ethics in making expenditure decisions, taking into consideration such factors as: reason, appropriateness, clear justification, sensitivity to the values of the Foundation and the University, and the effect that certain types of expenditures may have on the public image of the Foundation and the University.

## Permissible Expenses

The following types of expenses are permissible, provided they are acceptable expenses under the fund agreement:

1. Ordinary, reasonable, and necessary expenses incurred from normal operating activities of the department or program for which the fund was established (equipment, computer software, curriculum materials, etc.).
2. University personnel or student travel expense reimbursements should attempt to stay within the maximum amounts allowable under the UW System Travel Regulations. Expenses exceeding the maximum allowed must be approved by the Foundation. Mileage reimbursement will be reimbursed at the standard rate for automobiles as listed in the UW System Travel Regulations. University employees shall be reimbursed for travel expenses through the state process and the Foundation will reimburse the designated state account for the expense.
3. Expenses related to activities that further the student, alumni, donor, community, or external relations of the University (advisory board meetings, recognition events, alumni events, etc.)
  - a. On-campus catering, food purchased off campus, and non-alcoholic beverage purchases. Prudence should be used in the amount spent for these activities (position search meals, department meetings, retreats, organization meetings, recognition events, etc.)
  - b. Alcoholic beverages are reimbursable only when utilized in entertaining dignitaries, cultivating potential donors, or when offered at a University event. Presence of alcohol at any University event requires an Alcohol Authorization Permit from the University.
  - c. Gifts purchased for distinguished visitors to campus, donors, or friends of the University to recognize contributions of time or funding support or to be used as an incentive for attending a fundraising event. No cash gifts are permitted.
  - d. On- or off-campus facility rental.
  - e. Payment of cash raffle prizes or purchase of raffle prizes when proceeds of said raffle have been deposited into a Foundation fund.

- f. Other reasonable and necessary expenses incurred in order to hold the event.
4. Non-monetary service awards given to University employees in recognition of retirement, meritorious services, outstanding or distinguished achievement. Recognition items should be given within guidelines established by UW System policy and should not exceed \$100 in value.
5. Cash awards that are given to faculty and staff for the purpose of providing University-wide or College-wide recognition awards (Distinguished Teaching, Outstanding Service, etc.). These award payments shall be distributed through University payroll and the Foundation shall reimburse the designated state account.
6. Payment of admissions charges to social or business events in which attendance is required or recommended as part of an employee's official duties.
7. Payment of sponsorship fees or other admission costs for events held by other charitable organizations, where the Chancellor or his/her designee determines it important for University-wide public relations and community goodwill to have the University represented.
8. Memorial expenses for appropriate floral arrangements for funerals/memorials of donors. These expenses are permissible only using a fund that has been created specifically for this purpose. Promotional revenue may be deposited into such a fund; however, charitable contributions may not be transferred into this type of fund without the donor's written consent.
9. Consulting or project-based payments to individuals or companies (non-University employees) in which a contract or letter of engagement has been signed by the individual or company and an authorized signatory of the University, in accordance with state procurement guidelines.
10. Wages and benefits for a University employee when processed through the University's payroll system. The Foundation will reimburse the appropriate state account; payments cannot be made directly to University employees.

### **Prohibited Expenses**

Non-permissible expenses include, but are not limited to, the following:

1. Expenses for which there is no documentation or a lack of detailed information or expenses that are lavish and extravagant.
2. With the exception of recognized University awards, cash gifts and gift certificates for faculty and staff (used to recognize good work).
3. Memorial expenses including food, beverages, cash gifts to related family or designated non-profit, or floral arrangements for individuals other than donors (e.g. students, retired faculty/staff, donors' family members).
4. Expenses related to an individual's participation in, or providing funds for, any political campaign on behalf of any candidate for public office.
5. Support of other nonprofits or charitable groups shall be initiated from the University as a whole where the Chancellor has determined the organization or event is important for University-wide public and community relations. No third party fundraising relationship can exist without a Memorandum of Understanding between the University and the non-profit organization which specifically describes the condition of the donation and the details of the business relationship between the two parties.

6. Employee personal benefit reimbursements such as cell phones, iPad service fees, internet fees, parking permits, etc.
7. Expenses for retirement or social events for faculty and staff. These expenses are permissible only using a fund that has been created for this purpose.
8. Gifts, including but not limited to gift cards, physical items, and flowers, for University personnel for personal purposes, i.e., celebrating a retirement or other milestone, honoring the passing of a loved one, to show support during a difficult time, etc.
9. Payments to students for non-educational expenses. Reimbursements for research expenses or for other material purchases are only permissible using a fund that has been created for this purpose.

**Need for prior approval:**

The list of permissible and prohibited expenses is meant to address the large majority of situations. The Foundation reserves the right to determine whether an expense is permissible or prohibited regardless of whether such expense was included in this policy. If a Fund Manager is uncertain about the permissibility of an expense, the Fund Manager should consult with the Foundation prior to incurring the expense.

**Exceptions:**

The Foundation, in its sole discretion, may make exceptions to the established expenditure guidelines under rare and unique circumstances. Such cases require advance written approval of the Fund Manager's supervisor and the Foundation Executive Director.

**Payment Procedures:**

Request for payment must be made using the Foundation's Disbursement Authorization form.

- Whenever possible, expenses must first be incurred through a University account, ensuring that purchases follow state purchasing and travel guidelines. After the expense has been incurred, a request may be made to reimburse the state account using Foundation funds. If an expense cannot be paid for through the University, the Foundation may pay the invoice directly.
- Only requests that have been signed by the Fund's authorized signatory will be accepted. If the disbursement reimburses or is a direct benefit to the signatory, the signatory's direct supervisor must sign the disbursement request.
- The signatory is responsible for ensuring there are sufficient funds available to cover requested disbursements. Requested disbursements from funds with insufficient available balances will be returned without processing.
- Disbursement forms must include supporting documentation (e.g. receipt, invoice, printout of state account charges with expenses to be reimbursed highlighted, etc.). Any disbursement request to be made to an organization or an individual for services rendered or for payment of cash prizes, must include a completed W-9 signed by the individual or representative of the organization.
  - Reimbursement requests for meals must include an itemized receipt. A credit card slip does not serve as sufficient documentation.
  - Payment related to events, meetings, etc. require a copy of the invitation and/or agenda and a list of the attendees and their relationship to the University (if a full list of attendees is impractical, an explanation of the group invited and an approximate number of attendees must be provided).
- Disbursement forms must provide sufficient detail to ensure the expenses are acceptable per the Fund's agreement. Include the following details to ensure a sufficiently completed disbursement request:
  - Describe the expense, including quantity of any items purchased

- Document the purpose of the expense as it relates to the Fund and how it benefits your department and/or the University
  - Include the date of the expense or list the period covered for any memberships or subscriptions
  - For travel-related expenses, including donor meals, include where the expense was incurred (i.e. city and state)
  - Example:
    - Insufficient detail: Tickets for UWO/UW-Madison Game
    - Sufficient detail: Two tickets for UWO/UW-Madison Basketball Game on November 3, 2018 for John Doe, Athletic Director and Joe Smith, major donor. This event was used as donor stewardship opportunity to thank Joe for his on-going support of the athletics program.
    - Insufficient detail: WISDM Expenses December 2019
    - Sufficient detail: WISDM charges for December 2019 salary and benefit expenses of John Smith, wrestling coach.
- Requests should be made within the fiscal year in which the expense is incurred.
  - In order to reduce administrative burdens, requests to reimburse state accounts should be made no more than once per quarter.
  - Forms should be completed in full with original signatures and supporting receipts and/or documentation attached that is suitable for auditing purposes.
  - Checks are processed no more than twice a month. Under certain circumstances, an exception may be made, however, a reasonable amount of time must be provided for all requests.
  - The name of each Fund's authorized signatory is kept on file at the Foundation and must be kept current. The Foundation accountant must be notified when a signatory has changed.