• **New Foundation Fund Expenditure Guidelines** – Kimberly Gould Speckman and Janet Burns from the Foundation office went over the new fund expenditure guidelines. Some of the highlights/reminders are as follows:
  - The Foundation will not reimburse for the purchase of alcoholic beverages for activities involving faculty, and/or staff and/or students. Alcoholic beverages are reimbursable ONLY when utilized in entertaining dignitaries, cultivating potential donors or when offered at university-wide events.
  - Recognition items (retirement, meritorious services, outstanding achievement or distinguished service) should be given within guidelines established by UW System policy and should not exceed $100 in value.
  - Memorial expenses for appropriate floral arrangements for current and former UWRF employees, alumni volunteers, donors, students, and their direct relatives. When a donation is requested by the family in lieu of flowers, a donation may be made to a designated organization in an amount consistent with the cost of a floral arrangement.
  - It is not permissible to spend foundation dollars on employment of a UWRF employee for services – e.g., artwork, graphic design, construction, etc.
  - When a travel expense has been paid from a University account, another request for reimbursement cannot be requested against a Foundation fund to reimburse the portion that is over and above the maximum rates allowed by the UW-System Travel Policy.
  - Payments to faculty and staff are only made when providing recognition awards that have a monetary component (e.g., outstanding advisor, chancellor’s award for excellence, distinguished teacher).
  - Please call the foundation office if you have any questions while processing payment requests. Please don’t think, ‘I will process this now and ask for forgiveness later’, because you may not be reimbursed.
  - In the past, when staff were doing a search for a new employee and taking them out for a meal, if the meal costs more than is allowed per diem on their TER, they could expense the remaining costs through the foundation office. This is no longer the case.
  - The foundation office does pay vendor bills directly. Or you can with state resources and get reimbursed by the foundation. Accounting would only like to see things directly paid by foundation when the state will not pay for it – when state resources are not available.

• **Inter-institutional Agreements** – Most of these agreements involve grants, though the biggest one we have is between Outreach and UW-Extension. Link to the IIA Policy is [http://www.uwsa.edu/fadmin/fppp/fppp18.htm](http://www.uwsa.edu/fadmin/fppp/fppp18.htm). Cindy Yunker is a great resource for these agreements as she is the grant accountant. Joel Heuschele is the contact for UW System for the agreements and has the authority to sign them.

• **WisDM Training** – Joel showed us how to do a Rollup Report. Rollup reports are not necessarily the best way to drill down to an expense as it doesn’t give enough detail. Joel encouraged everyone to look at their tree structures to see if they make sense and if all the accounts listed in your tree belong to you.
The question was asked ‘When searching a vendor to see if something is paid, can the department be displayed’? The answer is no, but you can include the department in your search criteria or you can click on the voucher ID to find out what department paid the expense.

There will be some WisDM training sessions held on campus in January.