UWRF FOUNDATION FUND EXPENDITURE GUIDELINES

INTRODUCTION
The University of Wisconsin-River Falls Foundation, Inc. (Foundation) promotes, accepts and manages private gifts to the UW-River Falls (University). Overseen by a board of directors, the Foundation treats all gifts in a business-like manner in accordance with the donor’s wishes and applicable state laws.

To ensure the observance of donor designations and restrictions in the use of contributions, separate funds are established with the Foundation’s accounting system. Each fund has a documented purpose and a designated Fund Manager who maintains overall accountability for administration of the fund. This document is intended to assist Fund Managers in understanding their role in administering gifts.

FUND EXPENDITURE GUIDELINES
Foundation funds are intended to provide greater flexibility for the University and its programs and departments for purposes that directly benefit the University in attainment of its mission and goals. Generally speaking, these funds should be used for academic enhancements beyond state and institutional funding levels. Donors assign their trust that the University and its staff will use their gifts in as appropriate and direct ways as possible to support the education program.

Fund Managers are expected to exercise sound judgment and a high degree of ethics in making expenditure decisions, taking into consideration such factors as: reasonableness; appropriateness; clear justification; sensitivity to the values of the Foundation and the University; the effect that certain types of expenditures may have upon the public image of the Foundation and the University; and the amount of funds available to various departments and units within the Foundation and the University.

PAYMENT PROCEDURES
Request for payment must be processed using the Foundation’s Request for Payment (RFP) Form with the following guidelines:

- With rare exception, all expenses should be paid directly from a University account. Below are guidelines for expenses typically paid directly from a University vs. a Foundation account. Questions regarding the proper routing of a request for payment should be directed to the UWRF Accounting Office at (715) 425-3265.
  o If the expense is eligible for payment through a University account, the UWRF Accounting Office will make the payment. To reimburse the University account with Foundation funds in the amount of the invoice, the Fund Manager must send the Foundation RFP Form and copies of the originally submitted documentation to the Foundation for processing.
If the expense is not eligible for payment through a University account, then the Foundation will pay the bill directly to the vendor.

- RFP Forms must be submitted within the fiscal year (by June 30) in which the expense is incurred.
- RFP Forms must be completed in full with supporting receipts and/or documentation attached that are suitable for auditing purposes.
- RFP Forms in which the Fund Manager is requesting payment to self must include a supervisor’s signature.
- RFPs require a processing time of 10 business days. RFPs may require additional processing time if submitted incorrectly or with incomplete information.
- The Foundation reserves the right to question or ask for additional information on any RFP.
- The name of each Fund Manager is kept on file within the Foundation and must be kept current. The Foundation Accountant must be notified when a Fund Manager has changed (E.g., new department chair) so appropriate paperwork may be completed.

**PERMISSIBLE EXPENSES**
The following are permissible expenses that may be paid from a Foundation account.

1. Payments that would typically be processed directly by the University.
   
a. Ordinary, reasonable and necessary expenses incurred in the conduct of the department or program for which the fund was established (E.g., equipment, computer software, curriculum materials).
   b. Reimbursements for travel. **Submitted expenses must not exceed the maximum amounts allowable under the UW System Travel Regulations.**
      [http://www.wisconsin.edu/fadmin/fppp/fppp36.htm](http://www.wisconsin.edu/fadmin/fppp/fppp36.htm)
   c. Mileage reimbursement will be reimbursed at the **Standard Rate** for automobiles as listed in the UW System Travel Regulations.
      [http://www.uwsa.edu/fadmin/fppp/fppp368.htm](http://www.uwsa.edu/fadmin/fppp/fppp368.htm)
   d. Prizes (E.g., door prizes to persons attending alumni and/or athletic events, prizes awarded as incentives to encourage responses to customer questionnaires and other types of surveys). Individual prizes should be given within guidelines established by UW System policy and should not exceed $200 per prize.
      [http://www.wisconsin.edu/fadmin/fppp/fppp46.htm](http://www.wisconsin.edu/fadmin/fppp/fppp46.htm)
   e. Gifts purchased for distinguished visitors to campus, foreign nationals when University personnel are visiting other countries or to recognize contributions of time or funding support by members of the public. No cash gifts are permitted.
      [http://www.wisconsin.edu/fadmin/fppp/fppp46.htm](http://www.wisconsin.edu/fadmin/fppp/fppp46.htm)
   f. Non-monetary service awards given to University employees in recognition of retirement, meritorious services, outstanding achievement or distinguished service. **Recognition items should be given within guidelines established by UW System policy and should not exceed $100 in value.**
      [http://www.wisconsin.edu/fadmin/fppp/fppp46.htm](http://www.wisconsin.edu/fadmin/fppp/fppp46.htm)
g. Consulting or project-based payments to individuals or companies in which a contract or letter of engagement has been signed by the individual or company and the appropriate university official.

h. Awards to students.

i. Honorariums.

j. On-campus catering, food purchased off campus and non-alcoholic beverage purchases for activities involving faculty, and/or staff and/or students. Prudence should be used in the amount spent for these activities (E.g., position search meals, department meetings, retreats, organization meetings, recognition events).

k. Admissions charges to social or business events in which attendance is required or recommended as part of an employee’s official duties.

l. Sponsorship fees or other admission costs for other charitable organizations, where the Chancellor or his/her designee determines it important for university-wide public relations and community good will to have the University represented.

Note: For items j., k. and l. State and UW System policies apply which may limit the amount of permissible expense through University accounts.

2. In a limited number of instances (E.g. expense is not permissible due to State or UW System policy) payment may be made directly to a vendor from a Foundation account. Typical examples include:

a) Activities that further the alumni, donor, community or external relations of the University (E.g., advisory board meetings, recognition events, alumni days).

b) Alcoholic beverages reimbursable ONLY when utilized in entertaining dignitaries, cultivating potential donors or when offered at university-wide events. Extreme prudence and discretion should be used when purchasing alcohol. It is highly preferable that individuals pay for their own alcoholic beverages. In very rare cases will the purchase of alcohol at events or functions including students be reimbursed.

c) Recognition awards to faculty and staff that have a monetary component (E.g., Outstanding Advisor, Chancellor’s Award for Excellence, Distinguished Teacher). A RFP Form should be completed through the Foundation requesting a check directly to the award recipient. The related department, college or unit presents the award to the individual. The Foundation notifies the UWRF Accounting Office of the payment who enters it into HRS. HRS completes the proper withholding of state and federal incomes taxes, plus FICA ONLY fringe benefits from the employee’s next payroll direct deposit payment. The employee’s home department is charged for the additional employer share of FICA associated with the award payment amount.

d) Memorial expenses for appropriate floral arrangements for current and former University employees, alumni, volunteers, donors, students, and their direct relatives. When a donation is requested by the family in lieu of flowers, a monetary donation may be made to a designated non-profit organization (E.g., American Cancer Society, Foundation scholarship fund). The amount donated must be consistent with the cost of a floral arrangement.
PROHIBITED EXPENSES
Regardless of whether the University or Foundation are asked to pay the vendor, the following types of expenses are not permissible for payment from a Foundation account.

a) Expenses for which there is no documentation or a lack of detailed information (E.g., reimbursement requests for meals must include an itemized receipt. A credit card slip does not serve as sufficient documentation).
b) Cash gifts and gift certificates for faculty, staff or students (E.g., used to recognize good work.)
c) Wages or stipends to a UWRF employee for services (E.g., artwork, graphic design, construction, etc.)
d) Memorial expenses including food, beverages, or cash gifts to related family.
e) Personal expenses. (E.g., late fees, fines, parking tickets, locksmith or towing, payment of spouse’s travel, meals or other expenses when accompanying a University employee, etc.)
f) For individuals to participate in, or provide funds for, any political campaign (including the publication or distribution of statements) on behalf of any candidate for public office.
g) Support of other nonprofits or charitable groups unless the support is structured as from the University as a whole where the Chancellor has determined that the organization or event is important for University-wide public and community relations. If an organization chooses to do a fundraiser for another non-profit or organization outside of the University, any money collected should be provided directly to the non-profit and any checks should be written directly to the non-profit or organization so that it does not flow through the Foundation.
h) Office supplies, furniture or equipment that is not business-related or customary.

Need for Prior Approval:
The list of permissible and prohibited expenses is meant to address the large majority of situations. **If a Fund Manager is uncertain about the permissibility of an expense, consult with the Foundation Accountant prior to incurring the expense to avoid the potential of the expense being prohibited once submitted for payment.**

Exceptions:
Under rare and unique circumstances exceptions may need to be made. Such cases require advance written approval of the Fund Manager’s supervisor and the Foundation President. In cases where the request for an exception is made by the Foundation President or Chancellor, prior approval by the Foundation Board of Directors is required.

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Approved 05/03/2014 by UWRF Foundation Board of Directors