Fund Administration and Expenditure Policy
Revised February 14, 2009

Introduction

The Stout University University Foundation, Inc. (SUF) promotes, accepts, and manages private gifts to UW-Stout. 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 in the use of their gifts, separate funds are established within the Foundation’s accounting system for significant donations. Foundation accounts are not to be used as vehicles for conducting business which can be accommodated through the use of University accounts available for such business. The dean of the college or director of the unit administers the account or designates an account administrator in the department to which the gift is restricted. The Foundation must be notified when an account administrator is changed. The administrator is responsible for disbursement of monies for the purpose(s) intended by the donor and in compliance with SUF expenditure policies.

This document is intended to assist the account administrator in understanding his or her role in administering gifts and in understanding the functions of the Foundation and the University in support of gift development and management.

Contacting Development Officers

SUF's development officers are available to provide assistance in any context concerning gifts. When UW-Stout employees are contacted by a prospective donor a development officer should be contacted.

Fund Expenditure Policy

The criteria that determine the use of gift monies are: a) UW-Stout must benefit in a manner which fits its mission, and b) the use must fall within the donor's intent for the gift.

All expenditures must be approved by the director/dean responsible for administering the account or his/her authorized designee. The responsibility for accurate preparation and proper documentation of disbursement requests rests with the account administrator.

All disbursements made must have written justification suitable for auditing purposes. Periodic internal audits may be performed to ensure compliance with and consistent application of these guidelines and procedures and to assure that donor intent is being followed.

Gift Funds Policy
The University and its colleges and programs typically receive unrestricted donations. When donors make such gifts, it is with the intent to help the University in its important work. Such donors also assign their trust that the University and its staff will use the gift in as appropriate and direct way as possible to support the educational program. Such gifts may be used for all UW-Stout "expenditure account codes," including some purposes that state or other public funds may not be used for because of various state and federal statutes and regulations. Unrestricted donations and the income derived there from are, like all other gift funds, subject to the limitation that they be used in the performance of official duties for purposes that advance the mission of the University.

Use of Gift Funds

Gift 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 the attainment of its mission and goals. Gift funds may not be used for expenses of a purely personal nature, and any personal benefit must be clearly incidental to the primary purpose of benefiting the University.

Allowable Expenses

Within the parameters established by the above-stated general principles, prudent judgment should be used when administering Foundation gift funds. The following are examples of permissible and impermissible expenditures:

1. Gift funds may be expended for all purposes for which public funds may be expended.
2. Gift funds may be expended for purposes that are determined to be:
   1. ordinary, reasonable, and necessary business expenses incurred in the conduct of the program for which the fund was officially-sponsored;
   2. social/cultivation events that are documented with a "contact report" listing non-University guests in attendance;
   3. hosting officially-sponsored business functions such as advisory board lunches;
   4. catering and beverage expenses for University events;
   5. payment of admission charges to social or business events at which attendance is required or recommended as part of an employee's official duties;
   6. authorized awards approved by the Chancellor and given to University employees on behalf of the entire University community in recognition of meritorious service, etc.
   7. payment of sponsorship fees or other admission costs for other charitable organizations, where the Chancellor of UW-Stout determines it is important for university-wide public relations and community good will to have the University represented;
   8. memorials or floral arrangements approved by the Chancellor for non-University employees who have been special contributors to the University, its mission, and/or SUF and its mission.
3. The underlying criteria for the use of all gift monies remain (a) UW-Stout must benefit in a manner that fits its mission and (b) the use must fall within the donor's intent.
a. For food and beverage purchases for activities involving only faculty, staff and students:
   - Limit of $250. Purchases can be made for any activity that fits the underlying criteria described above.

b. Plaques or other appropriate items to faculty and staff in recognition of outstanding achievement, retirement or distinguished service are reimbursable, but cannot exceed $75.00 per person.
   - Cash gifts and gift certificates for faculty and staff are not reimbursable.

The following purchases are not reimbursable under this policy:

Alcoholic beverages are not included as a reimbursable expense unless entertaining dignitaries or cultivating potential donors.

Memorial expenses for co-workers, students, etc. such as flowers, food, beverages, and/or any gifts to family are not an approved gift fund expense.

When an expense reimbursement has been paid from a University account another claim cannot be filed against a Foundation account to reimburse the portion that is over and above the maximum rates allowed by the UW-System travel policy.

Gift funds may not be used for expenses of a personal nature. Examples of such expenses include cash gifts to University staff; payment of spouse's travel, meals, lodging, or other expenses when accompanying University employee; parking tickets; locksmith or towing, etc. charges; expenses for which there is no documentation.

Expense reimbursement to University Employees for non-cultivation events may not exceed the maximum amounts allowable under the UW-System travel policy.

Gift funds may not be used 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.

Gift funds may not be used for support of other nonprofit or charitable groups unless the support is structured as from the University as a whole and where the Chancellor of the University has determined that the organization or event is important for University-wide public and community relations.

Payment Procedures

Gift funds shall be expended through the use of standard Foundation forms and operating procedures.
When gift funds are used for the payment of salaries, wages, travel, stipends, or personal services contracts; construction, repair, or alteration of facilities; or purchase of goods, services, or equipment, for University business, the payment of which is allowable using State funds, the expenditure must be initially expended from an appropriate University account (gift account) which can be reimbursed from the Foundation account using a “Payment Request Form” (found on Stout’s ASLS website under FORMS).

When gift funds are used for the payment of expenditures not allowed with State funds, the payment/reimbursement can be made directly to the payee, from a Foundation account, using a “Payment Request Form”.

Payment Request forms must be accompanied by appropriate receipts or invoices and be signed by the dean/director accountable for the gift fund.

The Foundation reserves the right to question or ask for additional information on any request for payment.

**Foundation Recognition**

_It is expected that Stout University Foundation, Inc. will be noted as the donor of funds for any of the aforementioned activities or events._

_This policy was voted on and approved at the Stout University Foundation Board of Directors meeting on February 14, 2009._