

New Policy Coming Soon for Foundation Reimbursements

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MAY 22 TO DO

To: Personnel(Active Only) <personnel@uwlax.edu>;

Campus Colleagues:

If you have followed the statewide news, you have probably seen the issues at UW-Oshkosh related to their Foundation. UW System is taking this opportunity to review the university/foundation relationships on all of the campuses. The initial conversations have gone very well as they relate to La Crosse, though we do expect the process to continue with future meetings with UW System Audit and the Legislative Audit Bureau.

The Foundation Board and the staff in University Advancement are working through the numerous changes that will be required of them by the November 1 deadline imposed by UW System. One of the items that will be required, in partnership with the Business Services office, is a more formal reimbursement process for university employees with Foundation-held funds.

We are in the process of developing the full policy now and will communicate it to campus as soon as it is complete. For the next several weeks, the process will remain the same. However, there are a few points that we want to bring up now to help with the eventual transition:

- 1) The process will require that all requests for reimbursement are processed through the Business Services office, rather than the Foundation, as all payments will have to be approved as a legitimate business expense for the university.
- 2) We know that the Foundation will not be allowed to pay university employees directly for services provided or faculty awards as this triggers a tax event. Those payments will have to be channeled through the university.
- 3) We also know that the Foundation will not be allowed to pay students directly for scholarships, fellowships, prizes or similar awards because of Federal financial aid reporting rules.
- 4) Items 2 & 3 also cover cash equivalents such as gift cards. Until the final policy is developed, we ask that everyone please refrain from any prizes or awards that could trigger potential issues.
- 5) Travel reimbursements will only be processed if all purchases are made through the state travel procurement system, even if paid for through funds generated through the Foundation.
- 6) The purchase of equipment and supplies cannot be made directly with Foundation funds and must be done through the state procurement process. Such purchases can be paid for with Foundation funds by transferring the funds to Business Services.

We recognize that these changes will have a significant impact on everyone but know that every campus is going through this same process. As soon as we have more details, we will communicate them out through various channels. Thanks for your patience and understanding. For now, questions should be directed to the Foundation office.

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