

Transfer of UW Foundation funds to UW-Madison

Recent audit recommendations regarding UW Foundation monies transferred to UW-Madison 133 unrestricted gifts funds involve tracking and documentation. CALS, in an effort to meet these recommendations, is implementing the following procedure involving the transfer of UW Foundation funds to UW-Madison. All paperwork to request funds from the UW Foundation and to deposit UW Foundation funds into a UW-Madison 133 unrestricted gift fund are to be prepared and submitted at the same time to CALS Business Services. The process will be as follows:

1. Prepare a UW Foundation Transmittal form to request monies be issued to UW-Madison. Forms should be completed requesting the check to be made payable to UW-Madison and the address for deliver should be CALS Business Services, 208 Agricultural Hall, UW-Madison. Forms should also state the UW-Madison 133 unrestricted gift account number into which the funds are to be deposited; if the funds are to go into a new 133 account, state so on the form.
2. Prepare an accompanying UW-Madison Extramural Transmittal form for the deposit of UW Foundation monies into a UW-Madison 133 unrestricted gift fund.
3. Submit both forms at the same time to CALS Business Services, 208 Agricultural Hall.
4. CALS Business Services will process the UW Foundation Transmittal form and upon approval, submit it to the UW Foundation.
5. UW Foundation will issue the requested check payable to UW-Madison and return it to CALS Business Services.
6. CALS Business Services will attach the UW Foundation check to the UW-Madison Extramural Transmittal form and submit such to CALS Research Division.
7. CALS Research Division will process the UW-Madison Extramural Transmittal form and check from the UW Foundation under the guidelines for accepting unrestricted gifts.
8. CALS Research Division will track all UW Foundation funds by UW Foundation account number and related UW-Madison 133 gift fund to meet campus audit recommendations.

Note: Separate checks should be requested for each 133 transaction.

A UW Foundation Transmittal will not be processed without accompanying UW-Madison Extramural Transmittal.

The following references are provided:

UW Foundation Transmittal Form is available at:

<http://uwfoundation.wisc.edu/ca/uwfaaps.nsf> (under the Campus Access link)

UW-Madison Extramural Support Transmittal Form is available at:

<http://www.rsp.wisc.edu/html/tform.html>

Chancellor Wiley's March 1, 2004, memo regarding UW-Madison and UW Foundation Policies is available at:

<http://www.rsp.wisc.edu/html/uwfoundation.html>

CALS Business Services website: <http://www.cals.wisc.edu/bussvc/>

CALS Research Division website: <http://www.cals.wisc.edu/research/>