

Gift and Fund Management Changes

What is impacted?	Summary of Changes	When?	Timing Impact
Check Request Form	Account 1000 & 1005, Spendable Cash and Spendable Endowment Income are being merged into one account called Expendable Cash Form renamed and other minor language changes	Changes will be effective on the GFM website July 11th	From July 1 – July 10 fund balances and fund activity information will not reflect disbursements transactions. During that time if a disbursement request is received and there are insufficient funds, you will receive a notification from WFAA's disbursement team.
Fund Information view Fund Activity Report Reinvestment Request Form Accounting Transfer Request Fund Closure Request	Account 1000 & 1005, Spendable Cash and Spendable Endowment Income are being merged into one account called Expendable Cash Any account numbers and descriptions will be updated to reflect new GL accounts in FAST	Changes will be effective on the GFM website July 11th	
Fund Balance Report	Account 1000 & 1005, Spendable Cash and Spendable Endowment Income are being merged into one account called Expendable Cash Updated terminology for <i>Fund Class</i>	Changes will be effective on the GFM website July 11th	



Expendable Cash

- Account 1000 & 1005, Spendable Cash and Spendable Endowment Income are being merged into one account called Expendable Cash
- **What does this mean?**
 - All expendable cash is available for immediate spending
 - Reinvestment Requests: The amount available for reinvestment will need to be verified by WFAA's Finance team. It may be less than the full balance of expendable cash. WFAA's Finance team will provide this amount in a response as part of the review and approval process.



Fund Information View

Old View

Overview

Estimated Annual Income:	\$600,728.29
Gift Total:	Year to Date - \$0.00 1982 to Date - \$23,951,003.49
Outstanding Pledge Balance:	\$0.00
Special Handling:	
Fund Class:	Endowment-TEMP
Spend From Principal:	Yes

Account Balances as of 6/27/2023

1

Account Category	Account Number	Balance
Spensible Cash	20-1000	\$614,048.32
Spensible Endowment Income	20-1005	\$354,065.14
Cash To Be Endowed	20-1010	\$151,057.66
Endowment Book Value	20-1150	\$10,188,332.39
Cumulative Fund Value Adjustment	20-1160	\$2,428,211.16
Total Endowment Market Value		\$12,616,543.55

2

1

Account Numbers updated to reflect new account numbers in FAST

New View

Overview

Estimated Annual Income:	\$600,728.29
Gift Total:	Year to Date - \$0.00 1982 to Date - \$23,951,003.49
Outstanding Pledge Balance:	\$0.00
Special Handling:	
Fund Class:	Endowment-TEMP
Spend From Principal:	Yes

Account Balances as of 6/27/2023

1

Account Category	Account Number	Balance
Expensible Cash	1099	\$968,113.46
Cash To Be Endowed	1099	\$151,057.66
Endowment Book Value	1125	\$10,188,332.39
Cumulative Fund Value Adjustment	1130	\$2,428,211.16
Total Endowment Market Value		\$12,616,543.55

2

2

Spensible Cash + Spensible Endowment Income = Expensible Cash



Fund Balance Report

- New terminology for *Fund Class*

Old	New
Callable – TEMP	Expendable (R)
Callable - UNRE	Expendable (UR)
Endowment - PERM	Permanently Restricted
Endowment - TEMP	Temporarily Restricted
Endowment - UNRE	Board Designated Perm Restricted or Board Designated Temp Restricted
Callable – UNRE or Endowment UNRE	Agency

- Note: Old terminology will still be present in some instances outside of the fund balance report. This will be updated post 4WARD go live.
- Reminder: Fund numbers will not change. Endowment funds begin with “132” and Callable funds begin with “112”.



Check Request → Disbursement Request

Home » Fund Management » Disbursement Request

Disbursement Request ← Form name updated from “Check Request” to “Disbursement Request”

- 1 Requester Info
- 2 Expenditure & Payee Info
- 3 Funds & Amount Info
- 4 Review/Print

- Only one payment will be generated per disbursement request. ← Changed from “Only one check will be generated per disbursement request”

Requester Info

First Name *	Middle Initial	Last Name *
<input type="text" value="Nicole"/>	<input type="text"/>	<input type="text" value="McDonald"/>
Phone Number *	Phone Extension	Email Address *
<input type="text" value="1 (608) 440-8729"/>	<input type="text"/>	<input type="text" value="nicole.mcdonald@supportuw.org"/>
Unit *		
<input type="text" value="Agricultural and Life Sciences"/>		
Department		
<input type="text" value="Agricultural & Life Sciences/Dean's Office"/>		

Next



Check Request → Disbursement Request

Disbursement Request

- 1 Requester Info
- 2 Expenditure & Payee Info
- 3 Funds & Amount Info
- 4 Review/Print

- Only one payment will be generated per disbursement request.

Purpose of Expenditure * (508 characters remaining)

test

Disbursement Info

Payment Type *

Campus 233 Transfer

← “Board of Regents/233 Transfer” was renamed to “Campus 233 Disbursement” and will require entry of a Campus Department ID

Payee Name *

Board of Regents

Deliver Payment to (US Address)

Name *

UW Madison Board of Regents

Unit or Department Name

Accounting Services

Deliver To / Attention (35 characters remaining)

Gift Management

Country *

United States

Address *

21 N Park St, Suite 5301

City *

Madison

State *

Wisconsin

Zip *

53715

Additional Info

Note: Enter the 233 project number below. Only one 233 project may be associated with a disbursement request.

233 Project Number *

2334555

Campus Department ID *

122332



Check Request → Disbursement Request

Disbursement Request

- 1 Requester Info
- 2 Expenditure & Payee Info
- 3 Funds & Amount Info
- 4 Review/Print

- Only one payment will be generated per disbursement request.

Purpose of Expenditure * (508 characters remaining)

test

Disbursement Info

Payment Type *

Other

← If "Other" selected, additional vendor information required

Vendor Name *

Deliver Payment to (US Address)

Name *

Unit or Department Name

Deliver To / Attention (50 characters remaining)

Country *

United States

Address *

Address 2

City *

State *

Zip *

Additional Info

Vendor Invoice Number *

Vendor Invoice Date *

mm/dd/yyyy

Vendor Email Address *



Check Request → Disbursement Request

Disbursement Request

- 1 Requester Info
- 2 Expenditure & Payee Info
- 3 Funds & Amount Info
- 4 Review/Print

Specify funds from which money is to be withdrawn for this disbursement request.

- Use a new line for each Fund/Project (multiple fund number entries are allowed).
- Available amounts shown do not include pending transactions.
- Only one payment will be generated per disbursement request.

Total amount requested \$25000.00

Account 1099 & Expendable Cash Balance is now displayed to align with new GL structure. (1099 is combination of old GL accounts 1000 Spendable Cash & 1005 Spendable Endowment Income)

Disbursement Request

Fund Information - [Clear](#)

Fund Number	Fund Name		
132380000 <input type="text"/>	100 Women Distinguished Chair in Human Ecology Fund <input type="text"/>		
Account Number	Expendable Cash Balance	Amount Requested	Special Handling
1099 <input type="text"/>	402873.44 <input type="text"/>	25000 <input type="text"/>	<input type="text"/>

[+ Add another fund](#)



Check Request → Disbursement Request

Disbursement Request

- 1 Requester Info
- 2 Expenditure & Payee Info
- 3 Funds & Amount Info
- 4 Review/Print

i To complete the process, please click "Complete & Print" and follow the steps on the resulting PDF file.

Requester Info

Contact Name: Nicole McDonald
Email: nicole.mcdonald@supportuw.org
Phone: 1 (608) 440-8729
Unit: Agricultural and Life Sciences
Department: Agricultural & Life Sciences/Dean's Office

Disbursement Details

Payee Name: Board of Regents
233 Project Number: 2331234
Campus Department ID: 122332
Total Disbursement Amount: \$25000.00
Purpose of Expenditure: test

Fund Number: 132380000	Fund Name: 100 Women Distinguished Chair in Human Ecology Fund
• Account Number: 1099	Expendable Cash Balance: \$402873.44
	Amount Requested: \$25000.00

Electronically Deliver Payment to:
UW Madison Board of Regents
Accounting Services
Gift Management
21 N Park St, Suite 5301
Madison, WI 53715

[Previous](#) [Complete & Print](#)



Completed Disbursement Request Form

University of Wisconsin Foundation
Disbursement Request

Request # 29

Date of Request: 6/28/2023
Unit: Agricultural and Life Sciences
Department: Agricultural & Life Sciences/Dean's Office
Contact Name: McDonald, Nicole
Phone: 16084408729
Email: nicole.mcdonald@supportuw.org

Payee Name: Board of Regents
233 Project Number: 2331234
Campus Department ID: 122332

Fund Number: 132380000
Fund Name: 100 Women Distinguished Chair in Human Ecology Fund

<i>Account</i>	<i>Account Name</i>	<i>Balance</i>	<i>Amount Requested</i>	<i>Notes/Special Instructions</i>
1099	Expendable Cash	\$402,873.44	\$25,000.00	

Total Amount of Disbursement:
\$25,000.00

Purpose of Expenditure:
test

Deliver Payment to (US Mail Address):
UW Madison Board of Regents
Accounting Services
Attn: Gift Management
21 N Park St, Suite 5301
Madison, WI 53715

Include the following documentation with this form:

- If depositing to a 233 account, inclusion of the UW Gift Routing Form is required.



Completed Disbursement Request Form

Note: New instructions require all documentation to be compiled and submitted in ONE PDF

UW-Madison Approvals

By signing below, I certify that the expenditures supported by this request have been approved by the Dean or Director, or their designee, as being an appropriate use of the fund named above.

_____	_____	_____	____/____/____
<i>Print Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____	____/____/____
<i>Print Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

Please combine all documentation (including the gift routing form) into one PDF and then send the PDF form to your School/College Dean/Director's office to secure the required signatures on this document. From there, the respective authorized approver/signer can email this completed and signed document to help@uwadvancement.org. Upon receipt, the WFAA Disbursements Team will process your disbursement request and will reach out if they have any questions. Thank you!

