

Foundation

Dear UWO Faculty and Staff,

The UWO Foundation is committed to supporting your innovative research, impactful programs, and exceptional student experiences. To ensure the responsible use of these funds and compliance with state purchasing regulations, we will begin enforcing the disbursement procedure detailed in our fund agreements effective July 1, 2024:

"In most cases, expenses must first be incurred through a University account, ensuring that purchases follow state purchasing guidelines. After the expense has been incurred, a request may be made to reimburse the state account using Foundation funds. If an expense cannot be paid for through the University, the Foundation may pay the invoice directly."

Here's how you should proceed after July 1:

- Please utilize your University account for purchases. Once the expense is incurred, submit the Disbursement Request to WISER Account form on the Foundation's website: <https://www.uwosh.edu/foundation/forms-policies/>.
- Exceptions: If an expense cannot be paid through the University, please contact UWOF prior to making the transaction. We will review your request and, upon approval, directly pay the invoice.

We understand this may require adjustments to your current practices. If you have any questions about the disbursement process, please contact the UWO Foundation office at (920) 424-2178 or foundation@uwosh.edu. We're happy to assist you!

Thank you for your continued dedication to UWO and your understanding as we work to ensure Foundation policies are enforced.

Sincerely,

Greg Giles
Executive Director
UWO Foundation

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