



MEMO TO: Fund 233 Project Administrators
School/College Research Administrators
Divisional Business Representatives
Financial Managers and Specialists

Important Procedural Change
Effective August 4, 2008

FROM: Don Miner, Business Services
Bob Andresen, Research and Sponsored Programs
Jennifer DeKrey, UW Foundation

SUBJECT: Streamlining Check Requests to move funds from the UW Foundation (UWF) to the University (Fund 233)

We are pleased to introduce phase one in an improved process for University departments/centers/divisions to request the transfer of gift funds from UWF to new or existing fund 233 projects at the University. This new process was redesigned by a team of individuals representing various campus units, who worked on this as a training project in the Administrative Process Redesign (APR) project using Lean Six Sigma tools. This new process will improve both the speed of processing and the internal controls for these types of requests.

The new process will consist of the following steps:

1. The initiator of the check request completes a UWF Check Request Form (available at <https://www3.uwfoundation.wisc.edu/ca/GiftDepo.nsf/MainFrameset?OpenFrameset> or via UWF's Campus Access at <http://www3.uwfoundation.wisc.edu/funds>) or prepares a check request memo addressed to UWF.
2. At the same time, the initiator also prepares a UW Gift Routing Form (<http://www.rsp.wisc.edu/forms/gift.pdf>).
3. Two copies of the UWF Check Request Form and the UW Gift Routing Form are submitted to the appropriate Dean or Director's Office for approval. After approval, the Dean or Director's office submits one copy of both forms to UWF.
4. UWF prepares a disbursement from the UWF account(s) indicated on the UWF Check Request Form. Once UWF prepares the disbursement, the department will be able to see a corresponding reduction in its UWF account balance via UWF's Campus Access at <http://www3.uwfoundation.wisc.edu/funds>.
5. UWF then sends the disbursement and the UW Gift Routing Form to Research and Sponsored Programs (RSP).
6. Based on the information provided on the UW Gift Routing Form, RSP either creates a new fund 233 project and deposits the funds or adds the funds to an existing fund 233 project.
7. RSP will at the same time increase the budget of the 233 project.
8. RSP will send an e-mail notice of award/action to the designated administrative persons of the affected fund 233 project indicating that the transfer is complete.

9. The increased budget and the receipts will be visible in WISDM.

The above process eliminates four of the steps in the old process. Specifically, UWF will send the disbursement directly to RSP with the UW Gift Routing Form as opposed to sending it to the check request initiator or the Dean/Director's office, for forwarding to RSP with the UW Gift Routing Form. Data from our Administrative Process Review project indicated the old process took an average of 34 days to be completed, but there was a wide variation in the actual processing times. Based on the data we collected from the existing process, the new process is estimated to take an average of 25 days and will provide better internal controls since the disbursements will not be handled by so many staff at the UW. It is possible that the new process will take less than that estimated average because we are reducing the number of steps and the variability of the process.

The above process should be applicable to most situations. However, we have made note of the following cases:

Requesting Department/Center/Division Differs from Recipient Department/Center/Division

- There are situations in which one department/center/division will withdraw funds from its account at UWF and deposit the funds into a fund 233 account at the University under the control of another department/center/division (for example to provide support to an activity in the other department/center/division). In these cases, it is critical that the proper UWF fund number/name is used on the UWF Check Request form and the appropriate fund 233 project number is on the UW Gift Routing Form. The department/center/division requesting the funds to be drawn from the UWF fund must sign the UWF Check Request form. Also, the department/center/division receiving the funds must sign the UW Gift routing Form. **As a general rule, UWF will only disburse funds based on UWF Check Request forms signed by a representative of the Dean's and Director's office of the department/center/division responsible for the funds being disbursed.**

Administrative Offices

- Certain administrative offices have delegated to RSP the responsibility for managing some of their accounts at UWF. The new process does NOT apply to these offices, and they should continue to use their current method for requesting funds from UWF via RSP.

The APR Redesign Team for UW Foundation Fund Transfers is excited to initiate this new process, which is designed to reduce administrative effort while increasing internal controls. In addition, we are pleased to let you know that this is the first phase in even further streamlining this process. Additional phases will be implemented with the ultimate goal to eliminate all paper forms by making electronic fund transfers possible from UWF to the University. Thus, transferring funds from UWF to the University will be as simple and efficient as transferring funds from one account to another via a secure website.

As a part of the APR process, we will conduct an assessment of this procedural change. If you have any concerns about this and future changes, please contact one of the three of us:

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We would like to thank the members of the APR Redesign Team for UW Foundation Fund Transfers for their hard work and creativity in making the University more efficient and in strengthening the partnership between UWF and the University.

For more additional information on this process, please see the following websites:

<http://www.rsp.wisc.edu/routing/checks.html>

<http://www.rsp.wisc.edu/gifts/index.html>

http://www.bussvc.wisc.edu/howto/admin/gift_funds.html

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