

Appendix 6: CALS Gift Check Deposit Process

CALS Business Services no longer handles Wisconsin Foundation and Alumni Association (WFAA) gift check deposits. WFAA check handling occurs at the department level. Departments must follow the procedures listed below and ensure all deposits are gifts per UW guidelines.

University Gift Guidelines:

- **The gift must provide funding for activities:** This might include professorships, scholarships, building projects, fellowships, and other activities in support of the research, instruction, and service mission of the University. The donor may restrict the use of funds to a specific program area or purpose.
- **No detailed technical or fiscal reports are required as a condition of the gift:** The unit or faculty member involved may provide the donor with a brief summary of the results of supported activities and a statement that expenditures were made in accordance with the intent of the gift.
- **Certain restrictions are not applied:** The gift does not grant the donor with rights to, or impose any restrictions with respect to patents, copyrights, and other intellectual property rights that result from activities supported by the gift.
- **The gift contains no restrictive provisions:** This might include delays or advance notice concerning publication or dissemination of data and information derived from activities supported by the gift.
- **The gift is irrevocable by the donor.**

Bench fees and reimbursements for travel expenses paid by the UW are not gifts. Bench fees are processed as sponsored projects and reimbursement to the UW are processed via a *Check Deposit Form*.

Please contact your CALS Business Services accountant if you are unsure which criteria the payment fits. They will be able to help determine the correct routing process and funding source to use.

Gift Check Deposit Procedure:

1. Department representative will receive check, determine as a gift, verify that the check is written out to "*University of Wisconsin Foundation*", and is accompanied with a gift letter. **WFAA will not accept checks made out to any variation of "UW Board of Regents"**. Please contact donor for a new check.
2. Write WFAA fund number in the memo line of check
3. Stamp or write "for deposit only" on back of check.
4. Department Chair/Director (or representative) will complete and sign a *WFAA Gift Deposit Form*.
5. Signed deposit form, endorsed check, and required gift letter can be mailed in a sealed envelope to:

University of Wisconsin Foundation
US Bank Lockbox
Box 78807
Milwaukee, WI 53278-0807

DO NOT MAIL CASH DONATIONS – Please see Wisconsin Foundation and Alumni Association Cash Processing procedure.

6. Department sends acknowledgement letter to donor.

7. Department must maintain records and reconcile the deposit at WFAA by logging in to the *Advancement Resources* website.

Please reach out to Brandon Blackburn (brandon.blackburn@wisc.edu) or Sandy Fowler (sandy.fowler@wisc.edu) with any questions or concerns about the gift process.

Alternate Gift Giving WFAA Options:

- Credit Card Online Processing: One time or recurring donations can be made at the *SupportUW* site.

- Checks or Credit Cards via US Mail: Donors can mail the WFAA's *Gift Form* with their check or credit card info to:

University of Wisconsin Foundation
US Bank Lockbox
Box 78807
Milwaukee, WI 53278-0807

- ACH/EFT automatic payments can be set up for either monthly or quarterly transfers. *Authorization Agreement for Direct Payment ACH Debits* forms can be mailed with a voided check to:

UW Foundation
Attn: Gift Processing
1848 University Ave.
Madison, WI 53726-4090