Gift Fund Expenditure Decision Tree

To help determine when it's okay to use gift funds for an expenditure.

Is the expenditure allowable per the donor's intent for use of the funds?

- **NO**
  - Expenditure cannot be paid with gift funds on fund 233 (or 533) nor at WFAA. Consider if another funding source is an option.

- **YES**
  - Is the expenditure prohibited by any UW Madison or UW System administrative policy*?

- **NO**
  - Expenditure can be paid by UW Madison on fund 233 (or 533).

- **YES**
  - Expenditure can be submitted to WFAA for payment consideration via e Reimbursement or UWF Check/ACH Request Form. Payment is subject to WFAA approval.

* Common applicable policies:
- UWSYS Policy 312, Official Functions
- UWMSN Policy 330, Business Meals
- UWMSN Policy 340, Official Functions & Expenses
- WFAA Fund Disbursement Policy

Buzzwords:
Flowers; Nominal gift; Employee recognition or morale; Board of Visitors; Spouse; Alumni; Fundraising