



**Standard Administrative Policy (SAP)  
For:**

***Request for Use of University Reserves Outside of the Annual Budget Process***

---

Below is an outline of the Standard Administrative Procedure (SAP) that should be followed to request the use of resources held in the University reserves during a fiscal year (i.e., outside of the annual budget process).

Procedures:

If a University Division or College seeks to access any of the Reserve Accounts, the Division/College must complete the following steps:

1. Determine whether the request is within the Division's/College's current fiscal year operating budget. If not (or if only a portion), then;
2. Determine whether there is any flexibility within the Division's/College's current fiscal year operating budget to cover the request. If not (or if only a portion), then;
3. Determine whether there any funds managed by the UW Foundation that could be used. If not (or if only a portion), then:
4. Determine whether there are any funds in the Division's/College's reserve account that could be used. If not (or if only a portion), then:
5. With approval of the Division's/College's Vice President or Provost, request access to a University/Central reserve account. This request must be made in writing to the President of the University and carbon copy (C.C.) the Budget and Institutional Planning Office and must contain the following:
  - Description of the project, including detailed costs, and timing;
  - Strategic priority of the project;
  - Documentation that steps 1-4 were followed; and
  - Breakdown of proposed project funding and total University Reserve funding request
  - If the request is for funding from the (a) General Unrestricted Operating Reserve, (b) Capital Construction Reserve, and/or (c) a loan to bridge funding while philanthropy pledges are received/collected, the request must include details on when and how the Division/College will repay the funds.
  - See the attached Memo Template that should be used for these requests and illustrative example for the Veteran's Center Renovation

If the President approves, the request will be presented to the Budget Committee of the Board of Trustees. The Budget Committee will discuss the request and recommend full Board of Trustees action, if appropriate.

NOTE: Regardless of the funding source of the project, if the total cost is over \$100,000<sup>1</sup>, the project will need the approval of the President and the Board of Trustees.

For questions about reserves and/or executing this process, please work with the Budget and Institutional Planning Office.

---

<sup>1</sup> The Budget Office is working with the General Counsel's Office to draft a policy on what dollar threshold projects/expenses need Presidential and/or Board of Trustee approval. For now this threshold is set at \$100,000.

## Memo Template



To: [Name], President

From: [Name], Vice President of Division/College

Date: [Month Day, Year]

Subject: University Reserves Request for [Project/Initiative Description]

---

Please use this template to complete step #5 of the Standard Administrative Procedure (SAP) for Request for Use of University Reserves Outside of the Annual Budget Process; which states:

“This request must be made in writing to the President of the University and carbon copy (C.C.) the Budget and Institutional Planning Office and must contain the following:

1. Description of the project, including detailed costs, and timing;
2. Strategic priority of the project;
3. Documentation that steps 1-4 were followed; and
4. Breakdown of proposed project funding and total University Reserve funding request”

Please complete the following tables per memo section #4:

Proposed Project Funding:

Division / College		Philanthropy / Foundation		University Reserves			Total
Current FY Operating Budget	Division/College Level Reserves	Received	Pledged	General Unrestricted Operating	Capital Constr.	Special Projects	
\$	\$	\$	\$	\$	\$	\$	\$

If the amount immediately needed from the University Reserves as listed in the Proposed Project Funding Table above (i.e., immediate funding from the University Reserves is greater because of timing due to pledged philanthropy funds being received), or if the request includes funds from the General Unrestricted Operating Reserve and/or the Capital Construction Reserve, details on repaying those funds must be provided, so please complete the following tables:

## Memo Template

Immediate Funding Needed from University Reserves:

University Reserves			Total
General Unrestricted Operating	Capital Constr.	Special Projects	
\$	\$	\$	\$

Proposed Repayment Plan to University Reserves:

Fund Source(s)	FY2019	FY2020	FY2021	Total
Operating Budget	\$	\$	\$	\$
Division/College Reserves	\$	\$	\$	\$
Philanthropy (Received Pledges)	\$	\$	\$	\$

cc: Budget & Institutional Planning Office