AGENCY ACCOUNT
DISBURSEMENT POLICY
Revised April 24, 2014

The Winona State University Foundation’s principal activities are soliciting or receiving and administering funds for the primary benefit of Winona State University and its students. The Foundation is a non-profit corporation under Minnesota law, organized exclusively for charitable purposes. The Foundation is exempt from federal income tax and is not considered a private foundation under the Internal Revenue Code. Contributions to the Foundation are deductible by donors for federal income tax purposes, and bequests, legacies, devises, transfers, and gifts to the Foundation are deductible for federal estate and gift tax purposes. Overseen by a board of trustees, the WSU Foundation treats all gifts in accordance with the donor’s wishes within applicable laws. The WSU Foundation is audited annually.

To ensure the observance of donor designations and restrictions in the use of their gifts, separate accounts are established within the WSU Foundation as agency accounts. The attached form is used to establish a new agency account within the WSU Foundation. When donors make such gifts, it is with the intent to help the University in its important work. Such donors also assign their trust that the Foundation, University and its staff will use the gift in as appropriate and direct way as possible to support the educational program. Agency account donations remain in the fund, can accumulate over a time period and are not subject to any fiscal year deadlines.

Each request for an expenditure of agency account funds must be submitted on a WSU Foundation disbursement voucher with all of the appropriate signatures (department chair and/or college dean as defined by your department guidelines). The request shall state and describe IN DETAIL the payee, amount and purpose for each disbursement. The appropriate documents, such as invoices and receipts, must accompany the voucher. When requesting reimbursement to a WSU cost center attach a copy of the 1400 form(s).

WSU FOUNDATION RECOGNITION
Departments and programs are encouraged to note the WSU Foundation as the donor of funds for all activities or events funded through agency accounts. Indicate that the activity or event is sponsored by donations to the WSU Foundation.

Expenses not listed below require prior authorization from the Advancement Office.
Expenses incurred without prior authorization are the responsibility of the person(s) incurring the expense. Agency fund donations can be used at any time but are subject to the following restrictions:
1) Must benefit the University in a way that supports its mission
2) Must fall within the donor’s intent for the gift
3) Honorariums cannot be paid directly to WSU faculty/staff members or students; however, Foundation account funds can be transferred to a WSU cost center for the purposes of reimbursement to the cost center.
4) Examples of ALLOWABLE EXPENSES:
   a) All purposes for which public funds may be expended.
   b) Equipment, materials or supplies for instruction, research or administration of the department or program. (purchases should go through the WSU Business Office on a 1400 form when possible. Complete the WSU Foundation Disbursement Voucher to reimburse the WSU cost center and include a copy of the 1400 form).
c) Scholarships awards are to be paid through the WSU Financial Aid office. Agency account funds will be transferred to WSU for the scholarship award. The WSU Foundation funds should not pay students directly for scholarships and/or awards.

d) Food and beverages that meet the WSU Business Office Special Expense Guidelines: [http://www.mnscu.edu/board/procedure/520p1.html](http://www.mnscu.edu/board/procedure/520p1.html)

e) Stewardship or cultivation designed to build or strengthen a sense of community:
   i) Reasonable costs associated with a department or college sponsored graduation event or nominal graduation gift for graduates in the department or college.
   
   ii) Staff leaving or retirement reception – Limit $100 per honoree
       Note that WSU has a recognition policy that recognizes employees upon retirement. This guideline is relevant if a department wishes to do further recognition for honoree(s).

5) Examples of DISALLOWED EXPENSES:
   a) Expenses of a personal nature
   b) Entertainment, parties, holiday gatherings (except those listed in 4d above)
   c) Gifts to student employees or staff employees
   d) Flowers, Get Well or Memorial expenses for co-workers, families
      (while this is a kind gesture, this is a personal expense)
   e) Any lottery, raffle, game of chance, or other gambling activity
   f) Political activities or campaigns
   g) Food and beverages:
      i) Alcoholic beverages
      ii) Water bubblers/coolers, bottled water, coffee, soda, etc. for office use
      iii) Refreshments at regular or routine staff/department meetings

Contact University Advancement (x5518 or psonnenberg@winona.edu) if you need any clarification.