

For information on processing this form please contact [millerh@uww.edu](mailto:millerh@uww.edu)

## Funding Charter (Non-Capital)



**The Funding Charter process has been established for requests for central funding sources.**

### Requester Responsibilities:

The following actions are required prior to initiation of work and/or commitment of funds to a project.

- No funds are to be spent or committed prior to the issuance of the Funding Charter approval.
- This Charter authorizes funding and not the authority to make personnel changes of any kind. If the project funding includes salary expenses then all Unit, Division and Campus Human Resource processes and approvals must be completed before a funding transfer is completed.
- If purchase orders and contracts are required, then appropriate approval must be obtained.
- Once the Funding Charter is approved and the transfer has been completed you are responsible for ensuring that a project code is established in WISDM and that a budget is entered and expenses are recorded.
- For projects funded from multiple sources, funding details must be clearly documented and understood by all parties, with clear agreement as to the timing, amount and person responsible for such funding transfers.

Note: The Budget Office will first review all available funding sources: operating budget, departmental reserves, gifts/grants, etc. and if non-central funding sources are found you will be advised and the Funding Charter process will be closed. Funding Charters are reviewed for approval and recommendation on a Monthly basis before submittal to the Vice Chancellor of Administrative Affairs and the Chancellor for final approval.

Practice Directives: [Delegation of Authority](#), [Fiscal Practice Directive](#), [Fiscal Procedure](#)

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Project Budget & Funding		
Brief Description		
Type		
Original Scope <input type="checkbox"/>	\$	Scope Amendment <input type="checkbox"/> \$
Suggested Funding Sources: Central PR Funds		
One Time: <input type="checkbox"/>		Ongoing: <input type="checkbox"/>
Department:	Contact Person:	
Email:	Phone Ext.:	
Purpose		
Goals and Deliverables		
a.		
b.		
c.		
d.		
Requirements		
a.		
b.		
c.		
d.		
Critical Assumptions		
a.		
b.		
c.		
d.		

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## Funding Charter (Non-Capital)



Charter Reviewed and Submitted By		
Print Name	Signature	Date
Divisional Review : (will route to Budget Office <b>ELECTRONICALLY</b> via millerh@uww.edu)		
Print Name	Signature	Date
Financial Review: Budget/VCAA (will route to the appropriate approving official)		
Print Name	Signature	Date
Charter Approval		
Approving Official		
Print Name	Signature	Date

Please attach additional information such as reports, business plans, return on investment analysis, etc