UWEC 40.A, Reporting of Foreign Gifts and Contracts

Last Modified on 09/15/2023 1:58 pm CDT

Procedure #: UWEC 40.A

Intent

This procedure operationalize and supports compliance with draft SYS 6XX, Foreign Gifts and Contracts Reporting. This procedure supports practice directive UWEC 40, Foreign Gifts and Contracts Reporting.

Scope

The procedure applies to all UW-Eau Claire divisions, departments and units. Divisions, departments and units may also elect to develop procedures to support compliance with UW System policy and this procedure.

Definitions

All definitions are consistent with those stated in draft SYS 6XX, Foreign Gifts and Contracts Reporting.

Procedures

- Oversight
- Due Diligence
- Reporting

Oversight

The Office of the Vice Chancellor for Finance & Administration (VCFA) has responsibility and authority to oversee and ensure that a report is submitted to any Oversight Agency for any gifts received from; contracts with; and any ownership interests in the university by a foreign source.

Due Diligence

Each individual or department that receives payment from a foreign source must:

- Notify the Office of the VCFA (finadmin@uwec.edu),
- Maintain documentation of how the foreign source designation was determined, and
- Be prepared to identify foreign sources and affiliated or subsidiary relationships that may not
be explicitly stated.

## Reporting

The Office of the VCFA will:

- work with individuals and departments to establish processes to complete required reporting established by each Oversight Agency,
- communicate the reporting requirements to all departments at least annually, and
- provide annual confirmation to UW System Administration that - to the best of their knowledge - the required reports have been submitted to all applicable Oversight Agencies.

## Resources

Practice Directive UWEC 40, *Foreign Gifts and Contracts Reporting*

Draft SYS 6XX, *Foreign Gifts and Contracts Reporting*

## Procedure Administration

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<td>September 15, 2023</td>
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<td>September 15, 2024</td>
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## Revision History

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