I. INTRODUCTION

In determining the needs to obtain materials/services, often it is determined the materials/services are available at another institution in the UW System. A consistent set of guidelines is necessary to account for both personnel and non-personnel costs involved in financial transactions between UW institutions.

II. UW SYSTEM POLICY AND PROCEDURES

Inter-Institutional financial transactions are governed by UW-System Financial Policy and Procedure Papers #18 "Inter-Institutional Contractual Agreements" (Copy attached). FPPP #18 can also be viewed on the World Wide WEB at http://www.uwsa.edu/fadmin/fppp/fppp18.htm.

III. UW EXTENSION POLICY AND PROCEDURES

The policy and procedures established under FPPP #18 provide a framework from which UW Extension departments may either obtain or sell materials/services involving another UW institution. Clarification on the completion and routing of the various required forms identified in FPPP # 18 are outlined below.

Inter-Institutional Employment Overload Request Form (OVLREQ) for Unclassified Employees (Attachment A)

An Inter-Institutional overload occurs whenever an individual holding an appointment at one UW institution (Institution A) exceeds 100% employment by providing services to another UW institution (Institution B). The OVLREQ form must be completed only for services that exceed $1,000 or services that are recurring.

Note, a customized UW-Extension OVLREQ form (see attachment A) has been designed for use when UW-Extension is Institution B and a UW-Extension department will be making an overload payment to an employee of another UW institution. This form facilitates the overload payment processing by the UW-Extension Payroll Office.

For overload payments that are less then $1,000 an Additional Instructional Appointment Form (attachment B) should be completed and sent to the UW-Extension Payroll Office.
Procedure when UW-Extension is (Institution A) and another UW Institution is initiating an overload payment that exceeds $1,000 to an UW-Extension employee.

Institution B (Buyer) prepares an OVLREQ form and forwards to UW-Extension (institution A). The form should be routed internally to obtain the employee’s signature of acknowledgement, approvals by the Department Chair and Dean/Director or designee, and finally, to the UW-Extension Institutional Human Resources office, 201 Extension Building, for processing on behalf of the Vice Chancellor.

Human Resources staff will be responsible for forwarding the UW-Extension signed form to the appropriate representatives at institution B. If Institution B Vice Chancellor or Designee has not signed, UW-Extension Human Resources staff will follow up to assure a fully executed OVLREQ form is on file. It is the responsibility of Institution B to process the overload payment(s).

Procedure when UW-Extension is (Institution B) and is initiating an overload payment that exceeds $1,000 to an individual with an appointment at another UW institution.

Staff from the employing UW-Extension department should prepare the UW-Extension OHVREQ form (attachment A) and forward to their Dean/Director’s Office. The Dean/Director or designee should indicate approval and forward to the Institutional Human Resources Office, 201 Extension Building, for processing on behalf of the Vice Chancellor. Human Resources staff will be responsible for forwarding the form to the appropriate representatives of Institution A for approval and return to the Human Resources Office.

The UW-Extension Human Resources staff will forward a copy of the fully executed OHVREQ form to the appropriate divisional Human Resources staff. Divisional Human Resources staff will need to assign a unique appointment ID number in the Integrated Appointment Data System (IADS) for the individual receiving the overload payment. A copy of the completed form should also be sent to the UW-Extension Payroll Office to initiate processing of the overload payment(s).

**UW System Inter-Institutional Agreement (IIA) Form (Attachment C)**

If the services to be provided by staff at another UW institution fall within the scope of the staff member(s) employment at their residence institution (part-of-load), an Interinstitutional transfer of funds should be made. An Inter-Institutional Agreement form should be completed by either the “buying” or the “selling” institution. Following approval by the UW-Extension Dean/Director or designee, the IIA form should be forwarded to Accounting Services, 103 Extension Building, for institutional approval.

Accounting Services staff will be responsible for further processing the form. If initiated by UW-Extension the form will be forwarded to the other institution for approval and processing. If the form is fully signed by both institutions, Accounting Services staff will forward to the Processing Center for entry of the charge and credit codings on to the accounting system.
Note, when UW-Extension is the “buying” institution a requisition is not required. Payment will be made as a direct charge using the coding shown on the IIA form.

**Agreement To Transfer Extramural Funds Between UW Institutions (Attachment D)**

When one UW institution is the recipient of a sponsored project involving the participation of another UW institution an “Agreement to Transfer Extramural Funds Between UW Institutions” should be completed.

If UW-Extension is the "buying" institution, Accounting Services staff should be contacted before preparing the Extramural Fund Transfer Agreement, to determine the most appropriate option to be used for the transferring of funds between the two institutions. If the funding transfer will be handled as a “Shared Grant class 3301” expenditure transaction, a requisition should be attached to the agreement.

Following approval by the Dean/Director or designee, the Extramural Funds Transfer form should be forwarded to Accounting Services, 103 Extension Building, for institutional approval. Accounting Services staff will be responsible for further processing of the form.

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