

Foundation Contact Updates

From Schulte-Shoberg, Kimberly <schulte-shobergk@uwstout.edu>

Date Thu 12/19/2024 3:58 PM

To Kirk Anderson <kdanderson3@wisc.edu>; Jane Rolfsmeyer <jrolfsmeyer@wisc.edu>

Cc Victor A Alatorre < victor.alatorre@wisc.edu>

1 attachment (106 KB)

Foundation_Expenses_To Complete UWSTO.docx;

Hi Kirk and Jane,

Below is the updated information for the UW-Stout Foundation and attached are responses to your other items.

Kristie Leonard 715-232-2116 leonardkr@uwstout.edu

UW-Stout Foundation 320 South Broadway Street Menomonie, WI 54751

Thanks---Kim





Asst Vice Chancellor (Inst)

BUSINESS & FINANCIAL SERVICES

KIMBERLY SCHULTE-SHOBERG

715/232-1285 Office schulte-shobergk@uwstout.edu

University of Wisconsin-Stout Administration 712 S Broadway Menomonie, WI 54751

www.uwstout.edu



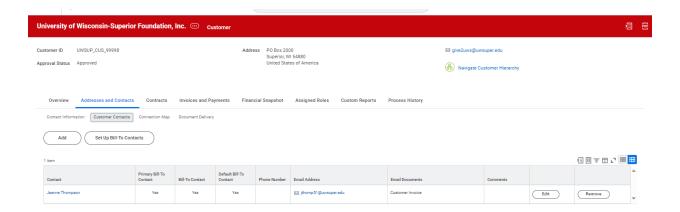
Name of Campus and Foundation (each campus and Foundation will have it's own page)

UW-Stout

UW-Stout Foundation

Confirm Foundation/Customer Account information is complete and accurate in Workday

Find Customers report, Select "Primary Foundation" and click the magnifying glass next to your Foundation name, Click on Addresses and Contacts, Customer Contacts.



If this is not accurate please email Kirk Anderson kdanderson3@wisc.edu with any changes.

It was not accurate so including changes in email repsonse.

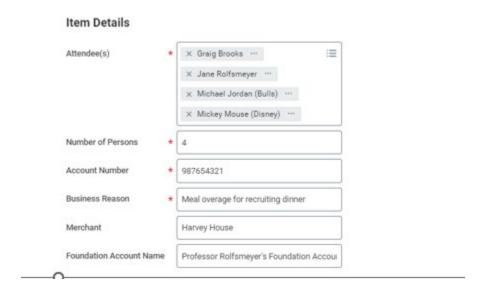
Provide an example of Foundation Account Numbers and Foundation Name (Naming Convention) to be on the website so employees can complete in their Expense Report

Here are some examples of Foundation account numbers:

36969903 – Student Emergency Fund

37873002 - College of Science, Technology, Engineering, Math & Management

37270072 - Blue Devil Fund



List of names/email addresses/phone numbers of who to contact with any Foundation account questions. (likely the Expense Foundation Specialist at a minimum)

Kim Schulte-Shoberg schulte-shobergk@uwstout.edu

Heather Prissel prisselh@uwstout.edu

Any additional policies or information you would like to have on this page for go live or any links to existing pages

Please include the following comment:

"Stout employees will submit all Foundation Payment Requests via the Foundation Payment Request form. Do not submit via Workday."

Please send completed information to Jane Rolfsmeyer at Jane Rolfsmeyer <u>jrolfsmeyer@wisc.edu</u> by December 20th.