



UWMIL FDN Expenses to Complete File

From Amanda R Obermeyer <oby@uwm.edu>

Date Tue 1/28/2025 2:01 PM

To kirkanderson3@wisc.edu <kirkanderson3@wisc.edu>; Jane Rolfsmeyer <jrolfsmeyer@wisc.edu>

Cc Nikith Aryan Goud Ramagoni <ramagon2@uwm.edu>; REBECCA STEELY <rebecca.steely@wisc.edu>; Kayla Denise Coffey <KDCOFFEY@UWM.EDU>; Anthony J Helmke <helmkea@uwm.edu>; Donna L McGee <mcgeed@uwm.edu>

 1 attachment (105 KB)

Foundation_Expenses_To Complete_UWMIL_012825.docx;

Good Afternoon, Krik/Jane,

As requested, attached is the information requested for the Foundation expenses. Please let me know if you would like more information.

Thank you,

Amanda Obermeyer

Interim Divisional Finance Officer, College of Letters & Science

Director of Divisional Finance, Business & Financial Services

University of Wisconsin-Milwaukee

P: (414)229-5200

Office Location: Holton 230

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

The University of Wisconsin Milwaukee-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.

1440 East North Avenue

Milwaukee, WI 53202

The screenshot shows the Workday Customer interface for the University of Wisconsin-Superior Foundation, Inc. The header bar is red with the company name and a "Customer" label. Below the header, there is a navigation bar with tabs: Overview, Addresses and Contacts (selected), Contracts, Invoices and Payments, Financial Snapshot, Assigned Roles, Custom Reports, and Process History. Under the "Addresses and Contacts" tab, there are sub-tabs: Contact Information, Customer Contacts (selected), Connection Map, and Document Delivery. The main content area shows a table with 1 item. The table has columns: Contact, Primary Bill-To Contact, Bill-To Contact, Default Bill-To Contact, Phone Number, Email Address, Email Documents, and Comments. The row shows Jeanne Thompson as the contact, with "Yes" for Primary Bill-To Contact, Bill-To Contact, and Default Bill-To Contact. The Email Address is jhomp51@uwsuper.edu. The Email Documents column shows "Customer Invoice". There are "Edit" and "Remove" buttons at the end of the row.

Contact	Primary Bill-To Contact	Bill-To Contact	Default Bill-To Contact	Phone Number	Email Address	Email Documents	Comments
Jeanne Thompson	Yes	Yes	Yes		jhomp51@uwsuper.edu	Customer Invoice	

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

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

Example: 8520000 (All accounts are 7 digits) Church Mutual Technology Innovation Fund

Let me know if you need a complete listing

The screenshot shows the Workday Item Details form. The form has several fields: Attendee(s), Number of Persons, Account Number, Business Reason, Merchant, and Foundation Account Name. The Attendee(s) field is a multi-select dropdown with four options: Graig Brooks, Jane Rolfsmeyer, Michael Jordan (Bulls), and Mickey Mouse (Disney). The Number of Persons field is a text input with the value 4. The Account Number field is a text input with the value 987654321. The Business Reason field is a text input with the value Meal overage for recruiting dinner. The Merchant field is a text input with the value Harvey House. The Foundation Account Name field is a text input with the value Professor Rolfsmeyer's Foundation Accou.

Item Details	
Attendee(s)	<ul style="list-style-type: none">X Graig BrooksX Jane RolfsmeyerX Michael Jordan (Bulls)X Mickey Mouse (Disney)
Number of Persons	4
Account Number	987654321
Business Reason	Meal overage for recruiting dinner
Merchant	Harvey House
Foundation Account Name	Professor Rolfsmeyer's Foundation Accou

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

Amanda Simon amanda@uwm.foundation

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

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