



Sarah Ebben
Policy Analyst

Madison, WI 53715
(248) 978-3376
sebben@uwsa.edu
<http://www.wisconsin.edu>

September 6, 2024

Below, please find a listing of all new and revised UW System Administrative policies and procedures approved between August 2 and September 6, 2024. There were eight (8) Revised UW System Administrative Policies, one (1) Revised UW System Administrative Procedure, and one (1) UW System Administrative Policy renumber.

I. Revised UW System Administrative Policies

- [SYS 304, *Fiscal Misconduct*](#) (Approved August 23, 2024)
 - Summary of Policy and Policy Revisions
 - This policy was identified for policy owner review because of the scheduled review date in April 2025.
 - The policy owner reviewed this policy and determined that it did not need revisions at this time.
 - Following this review, the scheduled review date of this policy has been extended to August 2029.
 - The accompanying procedure SYS 304.A, *Fiscal Misconduct: Reporting and Review Process* was also reviewed in this process. No changes were deemed necessary.
 - University Comment and Concerns
 - As this was a technical revision, this policy was not sent to universities for comment.
 - FGAPC Member raised a question about whether a violation to SYS 1290, Code of Ethics constituted fiscal misconduct and needed to be included in this policy.
 - No change was made at this time. A violation of SYS 1290 can certainly result in a fiscal misconduct issue that needs to be investigated and resolved. However, the fiscal misconduct policy and procedure is not truly intended as a “playbook” for those types of matters. It is recommended that when SYS 1290 is next updated, we note that a violation of the policy could result in a fiscal misconduct matter that should be referred to the VP of Finance and Administration and the Chief Audit Executive.
- [SYS 520, *Board of Regents Procurement Authority*](#) (Approved August 22, 2024)
 - Summary of Policy and Policy Revisions
 - This policy was identified for policy owner review as part of a series of procurement policies with a scheduled review date in October 2024.
 - The policy owner reviewed these policies and determined that they did not need revisions at this time.
 - Following this review, the scheduled review date of these policies has been extended to August 2029.
 - University Comments and Concerns
 - As these were technical revisions, these policies were not sent to the institutions for comment. The FGAPC did not have any comments regarding these revisions.
- [SYS 525, *Procurement: Contract Thresholds*](#) (Approved August 22, 2024)
 - Summary of Policy and Policy Revisions
 - This policy was identified for policy owner review as part of a series of procurement policies with a scheduled review date in October 2024.

- The policy owner reviewed these policies and determined that they did not need revisions at this time.
 - Following this review, the scheduled review date of these policies has been extended to August 2029.
 - University Comments and Concerns
 - As these were technical revisions, these policies were not sent to the institutions for comment. The FGAPC did not have any comments regarding these revisions.
- [SYS 530, Procurement: Prohibited Contract Types](#) (Approved August 22, 2024)
 - Summary of Policy and Policy Revisions
 - This policy was identified for policy owner review as part of a series of procurement policies with a scheduled review date in October 2024.
 - The policy owner reviewed these policies and determined that they did not need revisions at this time.
 - Following this review, the scheduled review date of these policies has been extended to August 2029.
 - University Comments and Concerns
 - As these were technical revisions, these policies were not sent to the institutions for comment. The FGAPC did not have any comments regarding these revisions.
- [SYS 532, Procurement: Unauthorized Contracts](#) (Approved August 22, 2024)
 - Summary of Policy and Policy Revisions
 - This policy was identified for policy owner review as part of a series of procurement policies with a scheduled review date in October 2024.
 - The policy owner reviewed these policies and determined that they did not need revisions at this time.
 - Following this review, the scheduled review date of these policies has been extended to August 2029.
 - University Comments and Concerns
 - As these were technical revisions, these policies were not sent to the institutions for comment. The FGAPC did not have any comments regarding these revisions.
- [SYS 534, Procurement: Disputes](#) (Approved August 22, 2024)
 - Summary of Policy and Policy Revisions
 - This policy was identified for policy owner review as part of a series of procurement policies with a scheduled review date in October 2024.
 - The policy owner reviewed these policies and determined that they did not need revisions at this time.
 - Following this review, the scheduled review date of these policies has been extended to August 2029.
 - University Comments and Concerns
 - As these were technical revisions, these policies were not sent to the institutions for comment. The FGAPC did not have any comments regarding these revisions.
- [SYS 535, Public Records and Procurement Contracts](#) (Approved August 22, 2024)
 - Summary of Policy and Policy Revisions
 - This policy was identified for policy owner review as part of a series of procurement policies with a scheduled review date in October 2024.
 - The policy owner reviewed these policies and determined that they did not need revisions at this time.
 - Following this review, the scheduled review date of these policies has been extended to August 2029.

- University Comments and Concerns
 - As these were technical revisions, these policies were not sent to the institutions for comment. The FGAPC did not have any comments regarding these revisions.
- [SYS 545, *Procurement: Consortiums and Collective Purchasing*](#) (Approved August 22, 2024)
 - Summary of Policy and Policy Revisions
 - This policy was identified for policy owner review as part of a series of procurement policies with a scheduled review date in October 2024.
 - The policy owner reviewed these policies and determined that they did not need revisions at this time.
 - Following this review, the scheduled review date of these policies has been extended to August 2029.
 - University Comments and Concerns
 - As these were technical revisions, these policies were not sent to the institutions for comment. The FGAPC did not have any comments regarding these revisions.

II. Revised UW System Administrative Procedure

- [SYS 351.A, *Purchasing Card Procedure*](#) (Approved August 15, 2024)
 - Summary of Procedure and Procedure Revisions
 - The purpose of this procedure is to outline Purchasing Card (PCard) protocols for cardholders in alignment with SYS 351, *Purchasing Card Compliance Policy*. The following revisions were made:
 - In Section 4.C.III language was added to clarify how shipped items can be sent to an off-campus address
 - “Shipped items can be delivered to off-campus addresses (including remote work locations) provided a reasonable justification is included with the supporting documentation.”
 - University Comments and Concerns
 - We did not receive any feedback from institutions or the FGAPC regarding this revision.

III. UW System Administrative Policy Renumber

- There was a proposal submitted to the FGAPC to renumber the policy [Summer Prepay Deductions and Summer Session Benefits Eligibility](#) from SYS 1244 (UPS Series) to SYS 232 (Human Resources). The UPS series policies apply to all institutions except for UW-Madison, but the content of the [Summer Prepay Deductions and Summer Session Benefits Eligibility](#) policy applies to all institutions. The UW-Madison Office of Human Resources has been consulted and is supportive of this change.

IV. Policies in the Final Stages of Revision

- [SYS 102.A, *New Academic Degree Programs, Changes to Academic Degree Programs, and other SYS 102 Items*](#)
- [SYS 135, *UW System Undergraduate Transfer Policy*](#)
- [SYS 216, *Academic Pay Policy*](#)
- [SYS 425, *Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation*](#)
- [SYS 1290 Guidance: \(Code of Ethics\) Guidelines for Reporting Outside Activities Under UWS 8.025](#)