Implementation of UW Tacoma Reserve Policy
July 1, 2019

As identified in the approved UWT Reserve Policy, unspent operating funds are swept at the end of each fiscal year to the institutional reserve fund and all units are eligible to access such reserves based on the following requirements:

1. Schools may spend up to a maximum of $50,000 total of prior year reserves, to the extent of the unspent operating fund (budget savings) in that year.

2. All units may request that unspent funds are set aside in a commitment database for a future year when such funds are unable to be spent within the fiscal year. All commitments in the database must be approved (by the vice-chancellor or chancellor), identify the specific purposes, and the expected date of final transaction (no longer than 3 years).

Commitments
The commitment database will support a clean close to each fiscal year and represents a best practice for planning purposes. The commitment database allows us to track items that are promised or obligated in one year but expended in subsequent years. The approved requests will be recorded and posted on a website that is accessible through a UW NetID.

Procedures
- Amount must exceed $5,000
- Commitment must be approved by the Budget Authority, the Chancellor/Vice Chancellor for the unit, and the VCFA.
- Commitments must be completed within three fiscal years (for example commitments approved in FY19 must be completed by 6/30/2022)
- Units with commitments that exceed one year must provide a report on the status of the commitment by the close of each fiscal year until the commitment expires.
- Requests to extend commitments beyond the original closing date must be approved by the appropriate Chancellor/Vice Chancellor. Extensions must not exceed 25% of the original commitment.