

**UW- _____
NON-FINANCIAL QUESTIONNAIRE**

Accounting Code (DDS) _____

User Code _____

Department Name/Activity _____

Please indicate the campus determination by entering an "X" in the appropriate column for each of the following questions. The determinations indicated below must be explained in detail in the corresponding sections of this questionnaire.

	CAMPUS DETERMINATION	
	YES	NO
I. GENERAL		
Is the activity:		
A. A trade or business?		
B. Regularly carried on?		
C. Unrelated to the UW exempt purpose?		
D. Carried on for the convenience of UW students, faculty, staff or patients?		
E. Technically advanced or unique?		
F. Other _____		
II. ADVERTISING		
A. Does the activity involve advertising or underwriting?		
B. Are students participating?		
C. Other _____		
III. RENT		
A. Are rents derived from a combination of real and personal property?		
B. Are tenant services provided?		
C. Is the rental income derived from debt-financed property?		
D. Other _____		

IV. OVERALL DETERMINATION

Briefly explain the reason(s) why the activity should be reported or exempt.

YES

NO

I. GENERAL

A. Trade or Business

1. Is the activity generating revenue from the sale of goods or the performance of services?

2. If yes, fully describe the activity performed by the unit. Please include a description of the goods or services and reason(s) for offering these items for sale.

B. Regularly Carried On

1. Is the activity conducted on a "regular" (i.e., year-round, seasonal, etc.) basis?

2. If yes, indicate the frequency with which the activity is performed.

C. Related to the University's Exempt Purpose

1. Is the activity related to the University's educational or research exempt purpose?

2. If yes, explain how the activity enhances, furthers or in any way relates to the education or research exempt purpose of the University.

D. Convenience of UW Members

1. Is the activity performed for the convenience of University students, faculty, staff or patients? _____
2. If yes, indicate the percentage for each group of users purchasing goods or services from the activity unit:

<u>Users</u>	<u>Percentage</u>
University students	—
University faculty/staff employees	—
University patients	—
University alumni	—
Non-University users (specify) _____	—
_____	—
TOTAL	100%

E. Special Circumstances

1. Are the goods or services technically advanced, unique or unavailable elsewhere? _____
2. If yes, describe the nature of the goods or service and why it is necessary for the University to offer these goods or services for sale.

F. Other

YES

NO

I I. ADVERTISING

A. Description of Advertising Activity

1. Is revenue generated from the sale of advertisements (or underwriting) in a University publication? _____
2. Do the advertisements contribute importantly to the educational or research purpose of the publication? _____
3. If yes, please describe the advertising activity and attach a recent copy of the publication. _____

B. Student Involvement

1. Are University students participating in the activity as part of a training program or learning experience? _____
2. If yes, describe the duties performed by students. _____

C. Other

YES

NO

III. RENTS

A. Real and Personal Property

1. Does the activity generate revenue from a combination of real and personal property? _____
2. If yes, indicate the percentage of rent payments attributable to the real and personal property.

<u>Property</u>	<u>Percentage</u>
Real Property	—
Personal Property	—
TOTAL	100%

3. Describe the nature and type of real and personal property rented.

B. Rendering of Services

1. Does the activity provide for tenant services in connection with the rental of real property? _____
2. If yes, describe the nature of the services (e.g., maid, food, janitorial, security, etc.) rendered to the tenants.

C. Debt Financing

1. Does the rental income from real property that was financed with debt? _____
2. If yes, describe the financing activity.

YES

NO

D. Other

CAMPUS
DETERMINATION

YES

NO

IV. OVERALL DETERMINATION

A. Reportable?

By _____

Date _____

Reviewed by _____

Date _____

Additional Concerns of Reviewer

Resolution

