

Division of Business Services Policy Numbers Reference Sheet

UW–Madison Policy Library: policy.wisc.edu

The UW–Madison Policy Library houses all Division of Business Services policies. Policies (or PPPs) that existed prior to the creation of the policy library were renumbered when moved over to the library's database. Below is a table of old policy information and the correlating new numbers.

Old Policy Number	New Policy Number	Policy Title
101	UW-3003	Payments to Individuals
102	UW-3004	Exceptional Expenditures Using 133/144 Funds
103	UW-3005	Payments to Research Participants
104	UW-3006	Transfer of Funds (Money) Between UW–Madison Departments/Funding Sources
106	UW-3007	Check Distribution
110	UW-3008	Capital Equipment
130	UW-3009	Gift in Kind
131	UW-3010	Gift Funds
132	UW-3011	UW System Trust Fund Investment Transfers
200	UW-3012	Custodian Funds
300	UW-3013	Purchasing Cards
301	UW-3014	My Corporate Cards
310	UW-3015	University Travel
311	UW-3016	Air Travel
312	UW-3017	Lodging
313	UW-3018	Meals and Incidentals
314	UW-3019	Vehicle Use/Rental
315	UW-3020	Long-Distance Ground and Local Transportation
316	UW-3021	Registration Fees
317	UW-3022	International Travel
318	UW-3023	Payment for Services, and Travel and Expense Reimbursement for Non-Employees
320	UW-3024	Expense Reimbursement
321	UW-3025	Cash Advances

322	UW-3026	Non-Payable/Non-Reimbursable Expenses
350	UW-3027	Gift Card Policy
401	UW-3028	Accounts Receivable (A/R), Invoicing, Collections
402	UW-3029	Revenue Accounting
403	UW-3030	Revenue Producing Activities
404	UW-3031	Payment Card Merchant Services and Payment Card Industry (PCI) Compliance
405	UW-3032	Deferred Revenue – Future-Year Revenue
500	UW-3033	Tax Exemption
702	UW-3034	Transaction Processing - Closing Purchase Orders (POs)
703	UW-3035	Cost Transfer Request (Non-Salary) Non-Grant – Any Fund Except 133 and 144
704	UW-3036	Non-Sponsored Projects
801	UW-3037	Records Retention Schedule
330	UW-3039	Business Meals
340	UW-3075	Official Functions and Expenses
100	UW-3077	Non-Sponsored Centralized Accounts Receivable
121	UW-3078	Unclaimed Deposits
323	UW-3079	Relocation

PPP 1	UW-3040	Procuring Items through MDS/SWAP
PPP 2	UW-3041	New or Renewal Subscriptions
PPP 3	UW-3042	Best Judgement Purchases (\$5000 or less)
PPP 4	UW-3043	Exceptions/Approvals/Special Handling
PPP 5	UW-3044	Printing Related & Printing Purchases
PPP 6	UW-3045	Illegal Purchases
PPP 7	UW-3046	Return Material Process
PPP 8	UW-3047	Specific Blanket Orders, External (Non-Contract)
PPP 9	UW-3048	Contract Blanket Orders, External
PPP 10	UW-3049	Catering - On and Off Campus
PPP 11	UW-3050	Change and Cancellation Orders (external)
PPP 12	UW-3051	Moving or Storage of University Owned Office Furniture/Equipment On or Off Campus

PPP 14	UW-3053	Signatory Authority (Agreements/Contracts)
PPP 15	UW-3054	Specification Writing
PPP 16	UW-3055	Simplified Bid Process
PPP 17	UW-3056	Vehicles: Purchase/Lease; New/Used, Replacement and Disposal
PPP 18	UW-3057	Disposal of Surplus University Property
PPP 19	UW-3058	Non-Competitive Purchases
PPP 20	UW-3059	Importing and Exporting Goods and Services
PPP 21	UW-3060	Continuing Order Requisitions (CORs)
PPP 22	UW-3061	Vendor Complaint
PPP 23	UW-3062	Contracts, How to Use Them
PPP 24	UW-3063	Special State Purchasing Programs
PPP 29	UW-3066	Educational Travel Tours
PPP 30	UW-3067	Entertainer/Speakers/Instructors and Consultant Contracts
PPP 32	UW-3068	Receiving and Distributing of Goods Not Stocked at MDS
PPP 33	UW-3069	Academic Support Services Orders and Agreements
PPP 34	UW-3070	Departmental Purchasing Delegation
PPP 35	UW-3071	Departments Receiving Materials and Equipment
PPP 36	UW-3072	Vendor/Manufacturer Rebates
PPP 37	UW-3073	Background Checks of Contractors and Contracted Individuals
PPP 38	UW-3074	Procurement Rules Applicable to Federally Funded Procurements Following the Federal Uniform Guidance 2CFR200 Sections 200.317 through 200.326
610	UW-3076	Materials Distribution Services