



Employ Milwaukee Administrative Memo		
Issue Date	09/01/26	17-01, Change 1
Sponsoring Executive	☒ President and CEO	☐ CFO
Dissemination	☒ Internal	☐ External

TO: Employ Milwaukee Staff

FROM: Julie Cayo, President and CEO 

RE: Contribution, Sponsorship and Membership Request, Review and Approval Process

- I. **BACKGROUND:** Employ Milwaukee's funding sources, including the Wisconsin Department of Workforce Development (DWD) and the U.S. Department of Labor (DOL), stipulate rules for the usage of funds for workforce development purposes. These rules identify allowable costs to be incurred and/or expenses to be reimbursed. Employ Milwaukee (EMI) receives requests from external parties and community stakeholders for the purchase of memberships, event tickets, sponsorships or contributions. In addition, Employ Milwaukee staff may become aware of a sponsorship or membership opportunity which they believe to be of value to the agency.
- II. **DEFINITIONS:** None.
- III. **PURPOSE:** To consistently evaluate requests for contributions, sponsorships or memberships and to ensure that agency expenditures conform to funding source allowable cost parameters.
- IV. **POLICY:** In order to objectively evaluate and prioritize allowable membership, sponsorship and contribution opportunities, and to comply with expenditure restrictions set forth by EMI's funding sources, it is recommended that all such requests be reviewed by the Chief Financial Officer (CFO) to determine whether the request is an allowable expense or if agency discretionary funding are available for use. If the request is deemed an allowable expense or discretionary funds are available, the request should be reviewed by the Chief Executive Officer (CEO) to prioritize opportunities and commitments. Until CEO approval is received, no employee should commit agency resources to funding requests.
- V. **PROCEDURE:** Effective immediately, the following process must be followed prior to requesting payment for memberships, events, and sponsorships:
 - A. All requests are emailed to the CFO with an attachment or one paragraph description from the EMI employee who received the request (agency requestor).
 - B. CFO will review the requests to see if the costs are allowable or if discretionary funding is available.
 - C. The CEO will review requests approved by the CFO to determine value.
 - D. If approved by the CEO, the agency requestor may prepare a purchase order and notify the organization of EMI's intent to fund.
 - E. The agency requestor shall contact the Planning, Development and Communications Manager for inclusion in the stakeholder CRM to document and aid in future planning.

Employ Milwaukee Administrative Memo 17-01, Change 1

VI. ACTION REQUIRED: Posting of this Policy to the Employ Milwaukee website for open access to all personnel.

VII. REFERENCES:

- https://milwaukee.wib.sharepoint.com/:x:/s/ContractCompliance/EfWs9_FMmtZLrCs9vwKriNsBtCtDHka5sB5oGIDIU_LLTw?e=PLs72H
- Workforce Innovation and Opportunity Act (WIOA)
- 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements) Wisconsin DWD WIOA Policy and Procedure Manual
- DWD Fiscal and Program Monitoring Guidance
- Employ Milwaukee Procurement and Financial Management Policies

VIII. REVISIONS: Admin Memo 17-01 Contribution, Sponsorship and Membership Request, Review and Approval Process.

A proud partner of the  **AmericanJobCenter**® network

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, at no cost to you, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.