

# UW Medicine - Pathology

100-04-01-05

## Discretionary Fund Policy

Adopted Date: 01/01/08 Revision Date: 12/29/09
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### PURPOSE

To provide funding for expenses of the HMC Pathology Department, which support worthy causes such as staff recognition or education, morale-enhancement, congratulation or sympathy, and others deemed appropriate by the Administrative Director with recommendations from the Discretionary Fund Committee, and for which other adequate intra- or extra-departmental funding is not available.

### POLICY

1. Proposals for use of the Discretionary Fund moneys are accepted at any time by the Administrative Director and should be submitted in written (or email) form. Examples of worthwhile uses include employee recognition or incentives, education/training, team building, employee morale activities, congratulations or sympathy. Expenses may include course fees, food/beverages expenses, flowers and others, as deemed appropriate by the Committee.
2. The Fund is administered and payments are authorized by the Administrative Director.
3. The Discretionary Fund Committee consists of the representatives of the professional, technical and clerical staff. Members are nominated for a one-year term. All proposals are considered by the Committee, modifications/clarifications may be made, and the use of the funds is then approved or rejected by simple majority vote of the Committee members and approval by the budget administrator.

UWMC Pathology Chief of Service:  
(Signature and Date)

 5/24/13

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Suzanne Dintzis, MD, PhD

HMC Pathology Chief of Service:  
(Signature and Date)

 5/24/13

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Stephen Schmechel, MD, PhD

Written by:  
(Signature and Date)

Revised by:  
(Signature and Date)