

BUSINESS POLICY LETTER

TO: All Members of the University Community

2005:01

DATE: July 1, 2005

USE OF INTERDEPARTMENTAL REQUISITIONS TO TRANSFER FUNDS

I. Purpose

To provide guidelines for the use of University departmental funds provided as contributions, sponsorship or other support (defined as complimentary items such as tickets, meals, gifts, etc.). Interdepartmental transfer of funds is appropriate if the expenditure serves to further the University's mission and goals.

II. Guidelines for Interdepartmental Requisitions

The following questions should be considered when deciding whether to provide funding support to a department in the form of a contribution, sponsorship or complimentary items:

A. Contributions / Sponsorships

1. Does the purpose of the contribution or sponsorship positively benefit the University by furthering the educational mission and goals?
2. How contribution, sponsorship and other complimentary items (e.g., tickets, meals, golf green fees, etc.) are perceived by the University community, students and other individuals (e.g., auditors, taxpayers, donors, alumni, news media, etc.). Specifically funds used to support non-University sponsored charities; events which may appear discriminatory in nature or held only for highly compensated employees, etc.

B. Attendance and/or Participation - The requestor and/or approving official should consider whether the employee's and/or non-employee's (e.g., speakers, honorees, distinguished guests, spouses, students, alumni, donors, etc.) attendance or participation is:

1. Essential due to their full-time position, role or responsibilities in relationship to the event, or
2. Recommended by the President, VP or their designee for the benefit of the University.

IV. **Interdepartmental Form** – Prepare this form (attachment I) or separate document (e.g., email) to include all required information and a detail description to justifying the expenditure such as:

- A. Reason for contribution or sponsorship (e.g., include name of event or activity and date);
- B. Name of department or individual who will receive contribution, sponsorship or complimentary item;
- C. University affiliation (e.g., employee, spouse, guest, speaker, etc.);
- D. Contribution, sponsorship or complimentary item (type, quantity and amount)

V. **Related Information & Forms / Instructions**

- Business and Special Expense Policy, BPL 2002:06 dated November 2002
- Interfund Transfers, BPL 2003:16 dated November 2003
- Interdepartmental Requisition Form

Richard P. Duffett
Vice President for
Administration and Finance

Contact: Finance Office