

Discretionary Use of University Funds

Original Implementation: April 23, 2013

Last Revision: April 30, 2019

Purpose

This policy establishes that only certain funds can be used for discretionary purposes, and provides guidance on how to identify such funds.

General

Stephen F. Austin State University receives funds from a variety of sources, including state appropriations, tuition and fees, auxiliary revenues, departmental sales and services, grants, and gifts. Most of the funds received are for specific, limited purposes or are subject to restrictions by the Board of Regents, state and federal legislation, and rules of other oversight agencies. Regardless of type, the university uses all funds in a manner consistent with applicable federal and state laws and regulations, university policies, and other restrictions or designations.

Funds that are allowed for discretionary purchases must be used for a valid business purpose. Examples of valid business purposes include, but are not limited to, certain types of business meals, administrative planning retreats, and business travel expenditures. Some examples of funds that may be used for discretionary purposes include discretionary donor gifts to departments, undesignated donations, funds from sales and services, and interest earned on certain institutional funds. Examples of university policies that restrict university expenditures to specific funds include, but are not limited to: Gifts, Prizes and Awards (3.18), Food Purchases (17.6), and Travel (3.29). The controller's office website contains Guidelines for Expenditures from University Funds, Guidelines for Expenditures from University Funds - Summary Chart, and a list of funds that can be used for discretionary purposes.

Cross Reference: Gifts, Prizes and Awards (3.18); Food Purchases (17.6); Travel (3.29); Guidelines for Expenditures from University Funds; Guidelines for Expenditures from University Funds - Summary Chart; Policy 3.18 - Gifts, Prizes and Awards - Summary Chart; Funds that can be used for Discretionary Purposes.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Budget Director

Forms: None

Board Committee Assignment: Finance and Audit