



Discretionary Use of University Funds

Purpose

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

Persons Affected

All budget managers with discretionary funds are affected by this policy.

Definitions

Discretionary funds: funds that are not subject to internal or external restrictions. Examples include undesignated donor gifts or donations, sales and services, interest income on certain institutional funds, and surplus property sales.

Policy

Stephen F. Austin State University (SFA) 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 University of Texas System (UTS) Board of Regents, UTS, 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, UTS and SFA policies and guidelines, and other restrictions or designations.

Funds that are allowed for discretionary purchases must be used for a valid business purpose.

Procedures

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, but are not limited to, 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 (05-104), Entertainment and Official Functions (05-303), and Travel (05-106). The office of financial reporting's 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. The office of financial reporting should be contacted with any questions before deciding to commit funds for discretionary purposes.

Related Statues or Regulations, Rules, Policies, or Standards

SFA HOP 05-104 Gifts, Prizes and Awards
SFA HOP 05-303 Entertainment and Official Functions



SFA HOP 05-106 Travel

Guidelines for Expenditures from University Funds
Guidelines for Expenditures from University Funds - Summary Chart
SFA HOP 05-104 Gifts, Prizes and Awards - Summary Chart
Funds that can be used for Discretionary Purposes (list)

Responsible Executive

Vice President for Finance and Administration

Forms

None

Revision History

September 1, 2023 (original)