

	Educational Resource
	Category Fiscal
Donations and Activities	

Effective:	June 1, 2006
Responsible Office:	Office of University Controller
Related APS:	Donations
Brief Description: Provide examples of activities for which <i>university funds</i> are, and are not, allowed to be used for donations	

Examples of activities involving donations and their allowability

1. If an *employee* or *associate* is invited to an event hosted by an external community agency that is directly related to the instructional, research, or public service mission of the University, and he/she is **expected** to represent the University in a substantial manner, then the sponsoring *organizational unit* shall not charge the *employee* or *associate* to attend the function. The waiver of the required or solicited donation ensures that *university funds* are not spent on donations.
Note: *University funds* shall be used only for a **limited** number of individuals, i.e., the number necessary to adequately represent the University.

2. If an *employee* or *associate* is invited to an event hosted by an external community agency that is directly related to the instructional, research, or public service mission of the University, but he/she is **not expected** to represent the University in a substantial manner, then the invitation to the *employee* or *associate* is considered to be a personal invitation. If the *employee* or *associate* elects to attend the event as a means of offering personal support, then the *employee* or *associate* is personally responsible for the required donation.

3. Department X holds a *special event*. The fee for attending the function is \$200, of which \$50 represents the cost of the meal and \$150 is considered to be a donation. *University funds* may be used to pay the \$50 meal cost for the *employee* or *associate* attending the event for the purpose of representing the University in a substantial manner. *University funds* may not be used to pay the \$150 donation.
Note: *University funds* shall be used only for a **limited** number of individuals, i.e., the number necessary to adequately represent the University.

4. A function honoring a professor from Department ABC is being held. The fee for attending the function is \$50, which represents the cost of the meal. No donation is required. *University funds* may be used to pay for the \$50 meal cost for personnel attending the event to represent the University in a substantial manner.
Note: *University funds* shall only be used for the **limited** number of individuals necessary to adequately represent the University.