



**TITLE: CAMPUS DIRECTOR GENERAL FUND (411600)
DISCRETIONARY MONIES**

Purpose: To provide an annual allocation to Campus Directors from the College's general state index (411600) to cover purchases that will meet the unique needs of individual campuses approved at the discretion of the Campus Director and in keeping with state rules and regulations.

Approved Expenditures: As long as state expenditure regulations are adhered to, the use of these funds is at the discretion of each Campus Director. For example, the monies *cannot* be used to purchase alcohol, flowers, gifts or awards, nor can they be used to make charitable contributions to other organizations, State money also *cannot* be used for a campus social events (e.g., office party, receptions for employees, etc.) Every allowable purchase must have appropriate back-up documentation (e.g., a detailed receipt, an invoice, a purchase order, hospitality form, etc.).

The Campus Director may choose to consult with faculty about potential expenditures. While Campus Director discretionary funds may be used to fund student education related items, the main focus is to support the upper division campus sites. Examples of how funds might be used include: purchase of tables, chairs, organizers, pictures, posters, wall hangings, bottled water, computer tables, books, registrations, travel, banners, coffee makers, coffee room supplies, etc. Additionally, state money can be used to provide refreshments or meals during events where campus/college/university business is conducted (such as general faculty meetings) or when the public is involved. It is important to note that this listing provides examples only. Local Administrative Assistants or Accounting Associates should be consulted, as needed. When in doubt, please contact the Accounting Associate's Office prior to arranging any purchases. In turn, the Business Office can be consulted, as needed, for clarification.

Revised by:

Director of Administration and Finance (8/25/2018)