[Minor revisions: May 6, 2015]

Angelo State University
Operating Policy and Procedure

OP 54.07: **Expenditure of Special Contributions**

DATE: May 6, 2015

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to set forth general policy and procedures for the establishment and expenditure of special contributions.

REVIEW: This OP will be reviewed in April every five years, or as needed, by the executive director/controller, in conjunction with the executive director of development and alumni relations, with recommended revisions forwarded through the vice president for finance and administration to the president by May 15 of the same year.

POLICY/PROCEDURE

1. Definition of special contributions (Fund 2160 only)

a. Special contributions or gifts are used to provide support for the operations of specific university departments or areas.

b. Funds for these accounts are provided *solely by gifts from private sources.*

c. The donor of these funds may designate the university department or area to be supported, but may not impose any other restrictions on how these funds are to be used.

2. Receipt of Funds

a. Special contributions must be receipted and processed through the Office of Development and Alumni Relations and must be accompanied by all original correspondence pertaining to the gift (refer to OP 32.03 on Solicition of Gifts and Grants from Private Philanthropic Sources).

b. Please note that special contributions are defined as monetary gifts donated for a specific university department or program without restrictions on use. Income from sales and services and other non-gift revenues may not be deposited in special contribution accounts. In addition, consulting fees, royalty and conference income (unless approved as a fund-raising effort) and other non-gift revenues may not be deposited to special contribution accounts.

3. Allowable Expenditures

Special contributions shall be used only for the direct benefit of the university department that is the receipient of the funds. Any separate benefit that might accrue to the donor, or to

a faculty or staff member, from the use of such funds must be clearly incidental to the primary purpose for which they were received and accepted. Funds will not be established where the major contributor and principal user or person controlling the account is the same individual.

Special contributions may be expended for all purposes allowed by Angelo State University policies. Expenditures should be made in accordance with existing university payroll, purchasing, and payment policies and procedures.

The following expenditures are specifically not allowed from special contributions:

a. Contributions or donations