



**Angelo State University**  
**Operating Policy and Procedure**

**OP 54.07: Expenditure of Special Contributions**

**DATE:** April 25, 2013

**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 of odd-numbered years by the executive director/controller, in conjunction with the executive director of development and alumni relations, with recommended revisions forwarded 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 academic 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 academic 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 Solicitation 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**

- a. Operating and Maintenance Expenditures - any normal departmental operating and maintenance expenditure items that could otherwise be paid for from state-appropriated departmental accounts (including but not limited to office supplies, professional services,

instructional materials, equipment repairs, and maintenance contracts) provided such expenditures are in accordance with existing university purchasing policies and regulations.

- b. Equipment Purchases/Leases - allowable, provided such expenditures are in accordance with existing university purchasing policies and regulations.
- c. Travel Expenses - reimbursement of travel expenses for faculty, staff, prospective employees, or students shall be made in accordance with State of Texas Travel regulations as specified in OP 70.04 Reimbursement of Travel Expenses.
- d. Student Awards, Scholarships, or Grants - allowable, provided such are in accordance with university policy. In no case will loans be made to students from these funds.
- e. Faculty or Staff Performance Awards - must be approved in advance by the appropriate vice president and further provided that such do not conflict with state or federal regulations. In no case will loans be made to faculty or staff.
- f. Consulting Fees - allowable, provided these are paid in accordance with state regulations and university policy.
- g. Food and/or Beverages – allowable, if connected with the official business of the university.
- h. Moving Expenses - allowable for new employees, if approved by the appropriate vice president and in accordance with university policy.
- i. Salaries, Wages and Fringe Benefits - allowable for faculty, staff, and student assistants at rates not to exceed those budgetarily established or in accordance with the current university personnel pay plan. Employees will be compensated only through the payroll process in accordance with federal, state, and university regulations and policies.

#### **4. Prohibited Costs and Transfers**

- a. Gifts with any donor restrictions must not be deposited in a special contributions account, unless approved in advance by the vice president for finance and administration and controller. The deposit or commingling of restricted funds with special contributions will result in the loss of special contributions status and the funds will become restricted to be used for the intent specified by the donor. Special contribution accounts may not be used as holding accounts for restricted funds.
- b. Nongift funds must not be deposited in a special contributions account.
- c. The use of special contributions are prohibited for the following purposes:
  - (1) Donations and contributions;
  - (2) Gifts to employees, unless approved in advance by the the vice president for finance and administration and controller;

[Minor revisions: April 25, 2013]

- (3) Loans to students, faculty or staff; and
- (4) Post-doctoral fellowships for faculty.