<table>
<thead>
<tr>
<th>Source</th>
<th>Funds appropriated by the legislature through the General Appropriations Act or other law for the operation of an institution of higher education.</th>
</tr>
</thead>
</table>
| **Allowable Expenditures** | **Commodities/services necessary to fulfill statutory duties:**  
  - Advertisements - OP 14.05 #9 & #10  
  - Auditing services approved by SAO  
  - Awards - employee not to exceed $100  
  - Books and reference materials  
  - Chemicals and gases  
  - Consulting fees - OP 54.04  
  - Consumables - office, instructional, research  
  - Equipment  
  - Furniture  
  - IT hardware/software/services approved by IT  
  - Legal services approved by AG  
  - License fees related to function and ASU receives benefit - OP 14.05 #14  
  - Maintenance/repair of equipment  
  - Memberships - professional (see non-allowable for exceptions) - OP 14.05 #12  
  - Notary license fee if part of duties - OP 14.05 #14  
  - Periodicals and subscriptions - OP 14.05 #6  
  - Postage and shipping charges  
  - Professional services  
  - Purchase from on-campus service center to fulfill statutory duties  
  - Registration fees (conference)  
  - Speaker fees  
  - Temporary services  
  - Training/education related to current/prospective duties  
  - Travel - official (in accordance with State Travel Guidelines)  
  - Utilities (E&G Buildings only) |
| **Non-Allowable Expenditures** | • Alcohol or alcoholic beverages  
• Alumni organizations or activities, support or maintenance  
• Auditing services not approved by SAO  
• Auxiliary operations  
• Beef or beef product imported  
• Construct or equipment buildings  
• Donations and contributions  
• Flowers, floral arrangements, and plants  
• Food and entertainment, including bottled water, coffee, cream, sugar and similar items employees of or visitors to the agency would consume  
• Gifts, gift cards and gift certificates (this includes stoles/cords)  
• Goods and services for personal use  
• Holiday cards - mail or purchase  
• Honoraria (speaker fees acceptable)  
• Intercollegiate athletic operations Land  
• Lease of private facilities for meetings/conferences/exams if state facilities adequate  
• Legal services not approved by AG  
• License fees not related to function and/or ASU receives no benefit  
• Lobbyist activities  
• Major repair and rehabilitation of buildings  
• Membership to chamber of commerce  
• Membership to organization that hires lobbyist  
• Money, goods, or services to a charitable organization unless certain criteria apply  
• Moving expenses for new employee  
• Penalties and fines  
• Plants - indoor (live or artificial) unless for education or research  
• Political activities (support)  
• Promotional items unless specific statutory authority is cited  
• Public relations agent or business  
• Publicizing/directing attention of officer or employee  
• Seasonal decorating items  
• Television station operations  
• Tips, Sales Tax and Gratuities  
• Training/education unrelated to current/prospective duties  
• Travel - student |
### Graduate or Doctoral Tuition (Board Authorized Tuition)  
(State Appropriated with Additional Restrictions)

<table>
<thead>
<tr>
<th>Source</th>
<th>Funds allowed under the Texas Education Code § 54.008 to support graduate programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allowable Expenditures</strong></td>
<td>• All state allowable expenditures that directly benefit graduate or doctoral education</td>
</tr>
<tr>
<td></td>
<td>• Scholarships and awards directly associated with graduate or doctoral education</td>
</tr>
<tr>
<td></td>
<td>• Travel directly associated with graduate or doctoral education</td>
</tr>
<tr>
<td><strong>Non-Allowable Expenditures</strong></td>
<td>• Expenditures that do not directly benefit graduate or doctoral education.</td>
</tr>
<tr>
<td></td>
<td>• All state appropriated non-allowable expenditures (exception: student travel if representing ASU at conference, meetings, etc.)</td>
</tr>
</tbody>
</table>

### HEAF – Higher Education Assistance Funds  
(State Appropriated with Additional Restrictions)  
Fund 0075

<table>
<thead>
<tr>
<th>Source</th>
<th>Funds provided under the Texas Constitution Art. VII, § 17 and the Texas Education Code § 62.021 to assist institutions of higher education</th>
</tr>
</thead>
</table>
| **Allowable Expenditures**                                             | • Capital equipment defined as a capital asset  
  Note: Capital assets are real or personal property that have an estimated life of greater than one year. Capital assets may or may not be capitalized.  |
<p>|                                                                       | • Constructing and equipping buildings or other permanent improvements                                                        |
|                                                                       | • Land either with or without permanent improvements                                                                           |
|                                                                       | • Library books and materials                                                                                                   |
|                                                                       | • Major repair or rehabilitation of buildings or other permanent improvements                                                    |
|                                                                       | • Above allowable expenditures for only E&amp;G portion when jointly used for E&amp;G and auxiliary activities                            |
| <strong>Non-Allowable Expenditures</strong>                                         | • Constructing, equipping, repairing, or rehabilitating buildings or other permanent improvements used only for student housing, intercollegiate athletics, or auxiliary enterprises  |
|                                                                       | • All other expenditures not defined in HEAF allowable expenditures                                                               |</p>
<table>
<thead>
<tr>
<th>Source</th>
<th>Funds established under Texas Education Code § 62.091 to support and maintain educational and general activities, including research and student services, that promote increased research capacity</th>
</tr>
</thead>
</table>
| Allowable Expenditures | • Domestic research travel  
• Research equipment and associated service contracts  
• Research graduate student salaries or wages  
• Research participants  
• Research speaker fees and associated domestic travel |
| Non-Allowable Expenditures | • Gifts or promotional items  
• International travel  
• Office furniture  
• Office-related expenditures  
• Scholarships  
• All state appropriated non-allowable expenditures |
# Designated Tuition Funds

**Fund 0100**

## Source
Funds collected, as allowed under the Texas Education Code § 51.001 and 54.0513 to assist in the operation of an institution of higher education

## Allowable Expenditures
- All state appropriated allowable expenditures
- Awards, including employee service/safety awards not to exceed $300 per award
- Clothing for full time employees (shirts only)
- Other clothing purchases require a business purpose and VP approval
- Food, beverages, and related expenses where all students (not a single group/organization) can participate or for allowed business entertainment under-OP 54.01
- Lease facilities for meetings, conferences, and group exams
- Memberships - OP 14.05 #12
- Moving expenses - new employees

## Non-Allowable Expenditures
- Alcohol or alcoholic beverages
- Beef or beef products - imported
- Donations and contributions
- Flowers, floral arrangements, and plants
- Food including bottled water, coffee, cream, sugar and similar items for employee consumption
- Gifts, gift cards and gift certificates (this includes stoles/cords)
- Good or services for personal use
- Tips and gratuities from business related meals discretionary or gift monies only

## Additional Non-Allowable Expenditures
- Plants - indoor (live or artificial)
- Publications and periodicals
- Public relations agent
- Repairs and renovations to buildings
- Sales tax on business related meals
- Travel - official (in accordance with State Travel Guidelines and ASU policies)
- Holiday cards - mail or purchase
- Honoraria (speaker fees acceptable)
- Legal services not approved by AGLegal services not approved by AG
- License fees unrelated to function and/or ASU receives no benefit
- Lobbyist activities
- Penalties and fines
- Political activities (support)
- Seasonal decorating items
- Training and education unrelated to current/prospective duties
# Instructional Enhancement, Distance Learning Surcharge and Other Course Fees  
*(Designated with Additional Restrictions)*  
**Funds 0101, 0115, 0154, & 0991**

<table>
<thead>
<tr>
<th>Source</th>
<th>Fees collected from students under the Texas Education Code § 54.504 and § 55.16 (c) to cover cost to University for materials and services for which fee is collected</th>
</tr>
</thead>
</table>
| **Allowable Expenditures** | • Computers and other equipment outside classroom and related maintenance costs if directly supports instruction process  
• Consumable supplies taken by/used by student from/in the classroom  
• Copying charges for syllabi and tests (including proportionate share of copier rental and supplies)  
• Equipment used in classroom  
• Furniture used in classroom  
• Maintenance/service contracts for instructional equipment  
• Professional development for faculty related to improving teaching  
• Professional fees/expenses, including travel (not to exceed university rates) for guest speakers  
• Reference material for classroom, distribution to students, or central departmental library for student use as part of instructional program  
• Salaries - student and others to assist in instruction process including graders, models, employees for service/assistance to the student  
• Salaries - student advisors/counselors that are specifically assigned to students with the college and provide support for college majors  
• Salaries - TA & GA to the extent directly supporting instructional program (unless instructor of record or conducts class on a routine basis)  
• Travel for students - field trips, conferences or paper presentations only  
• Travel for guest speakers  
• Wages for students and others to assist with instruction process including tutoring and mentoring  
  **Fund 0101 - Additional Guidelines for Instructional Fee Expenditures**  
| **Non-Allowable Expenditures** | • Expenditures covered by other funding sources, e.g. Information Technology Funds  
• Expenditures related to departmental research or public service efforts  
• Food and entertainment  
• General office operating costs (not benefiting students)  
• Laboratory supplies and materials used in laboratory sections  
• Professional development and training for faculty or staff  
• Salaries - faculty and research assistants  
• Salaries - laboratory assistants  
• Salaries - staff performing general office duties  
• Students file maintenance costs  
• All designated non-allowable expenditures |
### Designated - Fees & Other Income

**Fund 0103 - 0991 (unless specifically covered by another section)**

<table>
<thead>
<tr>
<th>Source</th>
<th>Fees collected from students under the Texas Education Code 54.007(c), 54.504, 54.5132, and 55.16(c) to directly support the area that collected the fee; as allowed under the Texas Education Code 51.001.</th>
</tr>
</thead>
</table>
| **Allowable Expenditures** | **Expenditures must be reasonable costs which directly support the area that collected the fee.**  
- All state appropriated allowable expenditures  
- Clothing for full time employees (shirts only)  
- Other clothing purchases require a business purpose and VP approval  
- Food, beverages, and related expenses to benefit a student activity or for allowed business entertainment under - OP 54.01  
- Lease facilities for meetings, conferences, and group exams  
- Memberships  
- Moving expenses - new employees  
- Plants - indoor (live or artificial)  
- Publications and periodicals  
- Public relations agent  
- Repairs and renovations to buildings  
- Sales tax on business related meals  
- Travel - official (in accordance with State Travel Guidelines and ASU policies) |
| **Non-Allowable Expenditures** |  
- Alcohol or alcoholic beverages  
- Beef or beef products - imported  
- Donations and contributions  
- Flowers, floral arrangements, and plants  
- Food including bottled water, coffee, cream, sugar and similar items for employee consumption  
- Gifts, gift cards and gift certificates  (this includes stoles/cords)  
- Good or services for personal use  
- Tips and gratuities from business related meals gift/discretionary monies only  
- Holiday cards - mail or purchase  
- Honoraria (speaker fees acceptable)  
- Legal services not approved by AG  
- License fees unrelated to function and/or ASU receives no benefit  
- Lobbyist activities  
- Penalties and fines  
- Political activities (support)  
- Seasonal decorating items  
- Training and education unrelated to current/prospective duties |
Research Enhancement Funds  
(Designated with Additional Restrictions)

<table>
<thead>
<tr>
<th>Source</th>
<th>Funds established under the Texas Education Code § 141.001 to encourage and provide research conducted by faculty members</th>
</tr>
</thead>
</table>
| **Allowable Expenditures** | Expenditures must support and maintain research activities.  
• Research administrative costs  
• Research equipment and associated service contracts  
• Research graduate student salaries or wages (must include associated fringe benefits and tuition and fee waiver costs)  
• Research participants  
• Research speaker fees and associated travel  
• Research travel to include international |
| **Non-Allowable Expenditures** | • Constructing or remodeling a facility  
• Food and beverage unless integral to research  
• Gifts or promotional items  (this includes stoles/cords)  
• Office expenditures other than research administrative costs  
• Office furniture  
• All designated non-allowable expenditures |
# Auxiliary Funds
**Funds 1200 - 1330**

## Source
Funds collected, as allowed under the Texas Education Code 51.001, to directly support the area that collected the fee

## Allowable Expenditures
Expenditures must follow the most restrictive revenue source spending rules and support the area which collected the fee.

- All state appropriated allowable expenditures
- Awards, including employee service/safety awards not to exceed $300 per award
- Clothing for full time employees (shirts only)
- Other clothing purchases require a business purpose and VP approval
- Food, beverages, and related expenses to benefit a student activity or for allowed business entertainment under - OP 54.01
- Holiday cards - mail or purchase
- Lease facilities for meetings, conferences, and group exams
- Memberships - OP 14.05 #12
- Moving expenses
- Penalties and fines with appropriate Vice President approvals
- Plants - indoor (live or artificial)
- Publications and periodicals
- Public relations agent
- Repairs to Auxiliary buildings
- Travel - official (in accordance with State Travel Guidelines and ASU policies)

## Non-Allowable Expenditures

- Alcohol or alcoholic beverages
- Beef or beef products - imported
- Donations and contributions
- Gifts, gift cards and gift certificates ((this includes stoles/cords)
- Goods and services for personal use
- Honoraria (speaker fees acceptable)
- Legal services not approved by AG
- License fees unrelated to function and/or ASU receives no benefit
- Lobbyist activities
- Penalties and fines without appropriate approvals
- Political activities (support)
- Training and education unrelated to current/prospective duties
<table>
<thead>
<tr>
<th>Source</th>
<th>Federal Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowable Expenditures</td>
<td>Allowable costs must 1) be reasonable; 2) be allocable (necessary and of direct benefit to project); 3) be given consistent treatment; and 4) conform to all provisions of the grant or contract agreement.</td>
</tr>
<tr>
<td>Generally Allowable Costs:</td>
<td>Costs Allowable in Limited Circumstances with Agency Approval:</td>
</tr>
<tr>
<td>• Equipment</td>
<td>• Advertising</td>
</tr>
<tr>
<td>• Fringe benefits</td>
<td>• Advisory councils</td>
</tr>
<tr>
<td>• Laboratory supplies</td>
<td>• Insurance</td>
</tr>
<tr>
<td>• Long distance telephone costs</td>
<td>• Local telephone costs</td>
</tr>
<tr>
<td>• Maintenance and repair</td>
<td>• Memberships</td>
</tr>
<tr>
<td>• Meetings and conferences</td>
<td>• Office supplies</td>
</tr>
<tr>
<td>• Publication and page charges - OP 76.01</td>
<td>• Pre-award costs</td>
</tr>
<tr>
<td>• Rental costs</td>
<td>• Postage</td>
</tr>
<tr>
<td>• Salaries for investigators, research assistants &amp; technicians</td>
<td>• Salaries of clerical and administrative staff</td>
</tr>
<tr>
<td>• Transportation and shipping costs</td>
<td>• Scholarships and student aid (allowable only on training grants)</td>
</tr>
<tr>
<td>• Travel (foreign travel may require agency approval)</td>
<td></td>
</tr>
<tr>
<td>Non-Allowable Expenditures</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Allowable Expenditures</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Funds provided by the university by donors without restrictions on use of funds or only general restriction for use by a department or college, etc. (Including but not limited to fund numbers 0200, 0300, 0400, 0500, 0550, 0600, 0700, 2000 and 2160) | • All Designated allowable expenditures  
• Admission fees for student group travel - OP 14.05 #11  
• Alcohol or alcoholic beverages included with meals or non-business related gifts  
• Flowers, floral arrangements, and plants  
• Reimbursement of personal fees or fines assessed by university regulations  
• Seasonal decorating items  
• Sales Tax  
• Gratuities on meals only | • Political aid and legislative influence as defined in Article IX of the Appropriation Bill |