

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3052

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PROCEDURE TITLE: Utilization of Funds Derived from Auxiliary Enterprises and Undesignated Gifts

STATUTORY REFERENCE: FLORIDA STATUTE 1010.08
STATE BOARD OF EDUCATION RULES 6A-14.077

BASED ON POLICY: III-1 College Business Affairs

EFFECTIVE DATE: April 14, 1972

LAST REVISION DATE: October 11, 2005

LAST REVIEW DATE: October 11, 2005

I. PURPOSE

To establish accounting and control procedures for the use of funds derived from Auxiliary Enterprises and Undesignated Gifts.

II. DEFINITIONS


- A. Promotions and Public Relations includes, though not limited to, activities involving College personnel, graduation, visiting committees, orientation and work conferences, recruitment of faculty and staff, official meetings, and receptions, guest speakers and other development activities. Also includes food and food products served at these activities
- B. Business Hospitality includes activities involving business guests as well as College personnel at the college and elsewhere.

III. PROCEDURE

- A. Auxiliary enterprises funds and undersigned undesignated gifts are to be spent at the discretion of the Board of Trustees for the benefit of the College.
- B. The Board may authorize a portion of the funds to be used at the discretion of the District President for promotion and public relations and hospitality of business

guests.

1. Funds used for promotion and public relations and hospitality of business guest must be transferred to the appropriate fund of the College and included in the appropriate budget.
 2. Funds authorized for hospitality of business guests at the College and elsewhere may not exceed the prescribed formula established by State Board of Education Rule 6A-14.077, Florida Administrative Code.
- C. Funds for promotion and public relations use may be budgeted for use from general ledger accounts assigned to the District President, Provost, Campus Presidents and Vice Provosts.
1. The District President/Provost/Campus Presidents/Vice Provosts or their designees must approve all disbursements from the accounts.
- D. Funds for hospitality of business guests at the College and elsewhere may be budgeted for use from general ledger accounts assigned to the District President, and Campus Presidents.
1. The District President/Campus Presidents or their designees must approve all disbursements from the accounts,
 2. People receiving per diem from the State cannot be considered business guests.

	
	10/11/05
PRESIDENT	DATE