

Florida Polytechnic University Foundation Policy

Subject/Title: Disbursements
FPUF Policy Number: FPUF – 5.05
Date First Adopted: November 21, 2014
Date Revised:
Responsible Division/Department: Advancement/Foundation Office

A. PURPOSE

This policy provides guidelines for the disbursement of Foundation funds.

B. APPLICABILITY/ACCOUNTABILITY

This policy applies to all expenditures from monies held by the Foundation for the benefit of the University and all inter-fund transfers.

C. POLICY

The following sets forth the responsibility and authority of the University President and Vice President of Advancement (VPA) to administer Foundation funds and the guidelines for making disbursements.

Authority and Responsibilities

The University President and the VPA are solely responsible for the disbursements of Foundation funds. All disbursement and transfer requests must be approved by the VPA.

General Disbursement Policies

There are four criteria which determine the legitimate use of Foundation funds. The use must:

1. Be reasonable and benefit the University;
2. Fall within the donor's intent for the gift;
3. Not jeopardize the Foundation's tax-exempt status; and
4. Comply with all applicable statutes and regulations.

Each disbursement must have a written justification detailing the University business purpose suitable for auditing purposes. Original receipts and purchase documentation is required. Purchases using Foundation funds must be pre-approved at least 60 days out from the date in which expenses will be incurred.

No expenditure, direct or indirect, may be made for political or charitable contributions, dues to social clubs, fines or penalties, unless otherwise pre-approved by the VPA.

Expenditures that result in personal benefit to the payee are inappropriate.

No reimbursement will be made for first class travel.


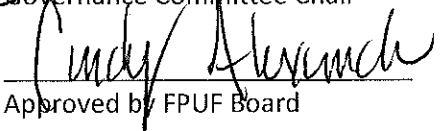
Gifts to Employees

In accordance with IRS regulations, gifts to University employees must not exceed \$25 in order to avoid being taxable income to the individual. Gifts for significant occasions, e.g. retirement, may be eligible for an exception. The University Finance and Accounting Department should be contacted for guidance.

Cash and gift certificates to employees are always considered taxable income and therefore the Foundation monies may not be used for these purposes. Gifts that are deemed taxable to University employees must be processed through payroll.

D. PROCEDURE

1. Pre-approval of purchases should be requested using the Foundation's Pre-approval Form.
 - a. If an estimate or proposal for services has been obtained it must be included with the Pre-approval Form.
 - b. Due to the Foundation's tax-exempt status, purchases using Foundation funds are exempt from sales tax.
2. Once services are rendered and an invoice is supplied to the Foundation, a voucher request is created and circulated for signature.
3. Once signed, the voucher request and related documentation are submitted for payment. Payment is net 30 unless otherwise requested.
4. If direct reimbursement is requested staff should use the Foundation's Direct Reimbursement Form. Original receipts are required.

POLICY APPROVAL	
Policy No.: <u>5.05</u>	
Approved by the Foundation Board during the November 21, 2014 board meeting.	
 Governance Committee Chair	<u>3/4/2015</u> Date
 Approved by FPUF Board	<u>3/4/2015</u> Date