



PERMANENT MEMORANDUM 25 USE OF UNIVERSITY FUNDS FOR ENTERTAINMENT

POLICY DIGEST

Monitoring Unit:
Initially Issued: May 7, 1964.
Last Revised: October 11, 1973

In order to assure the compliance with State Statutes the following policy will govern the use of University funds for the purpose of entertainment.

The Board of Supervisors specifically allocates funds for entertainment to be paid from general source revenues. These funds are placed in separate budgets and are under the direct supervision of the campus head. Approval of the campus head must be secured before any final plans can be made for the expenditure of any such funds. Since these funds are limited, expenditures for entertainment must be made sparingly. Only expenditures which will serve the best interests of the university can be approved. The campus head should establish procedures for the expenditure of these funds.

Entertainment to be paid from accounts not associated with general source revenues must receive approval by the campus head either as a general policy matter or to cover specific cases.