II.2 Foundation Expenditure Policy

Use of Foundation Funds
University regulations prohibit the use of public funds for the purchase of gifts, alcoholic beverages and other expenditures. However, subject to the guidelines below, such expenditures may be made from Foundation funds when the funding source is suitable for such purpose and the expenditure is appropriate within the scope of donor restrictions. In evaluating the suitability of such expenditures, the individual requesting the expenditure or reimbursement must consider that Foundation funds, similar to university funds, are subject to considerations of public and donor perception. Therefore, responsible use and discretion in the expenditure of such funds are essential.

Guidelines
The expenditure for which payment or reimbursement is requested must be: incurred for the principal benefit of the university; an ordinary and necessary expense of the university, as defined in university regulation 05.02.07; and a suitable expenditure from the specified funding source and appropriate within the scope of any donor or other restrictions on the use of such funds. Examples of allowable expenditures, subject to the guidelines above include:

- purchase of alcohol beverages for university functions
- tickets to business or social events
- travel expenses for spouses
- retirement gifts or receptions
- flowers at official events or for appreciation, congratulations or sympathy gifts,
- tickets to charitable events if a meal or other non-gift expense is included

Examples of prohibited expenditures using Foundation funds:

- cash gifts or loans to university employees
- cash donations to other charitable organizations or political entities
- payment of fines (e.g. parking, regulatory or library fines)

Procedures for expenditure reimbursement
The expenditure may be charged to a university restricted fund (including those established by the respective chancellors for such purposes) which is funded by a Foundation account from which such expenditures are appropriate; or the reimbursement for such expenditures may be made directly to an individual from a Foundation account (when such expenditures are suitable and appropriate to that account) subject to the documentation and certification requirements identified in university regulation 05.02.07.

This document is located at: http://www.alaska.edu/foundation/
Operations: Policies and Procedures >> Foundation Manuals >> Gift Acceptance >> II. Expenditure of Funds