Indiana University

Office of the SVP & CFO

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OSVPCFO Policy Discussion

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OSVPCFO Policy I-330

“Inappropriate use of University Funds”

(www.indiana.edu/~vpcfo/policies/accounting/i-330.html)
Reason for Policy

To ensure that fiscal officers, account managers and account supervisors exercise good judgment...
Reason for Policy (cont’d)
in determining if an expenditure is appropriate.
Good judgment must be used in determining if expenditures are appropriate, given the fund group and the mission of the university.
IU, as a public state institution, must be sensitive to the use of state appropriations and student fees.
Policy (cont’d)

Many fund groups are supported by these sources and appropriateness applies to all accounts.
Definitions

An inappropriate expenditure is a transaction that is not for the purpose and mission of the institution.
Definitions (cont’d)

Examples are: child care reimbursement; purchase of books, recordings or magazines for personal use; donation of funds to another entity not properly approved in advance...
Definitions (cont’d)

Entertaining of guests beyond normal hospitality expenses such as tickets to plays, movies or sporting events.
Procedures

If you are unsure of the appropriateness of an expenditure, contact your department or campus business officer.
Procedures (cont’d)

FMS can also provide guidance if so requested.
Procedures (cont’d)

In some cases, expenditures that are inappropriate with university funds might be allowable with an IU Foundation account.
Procedures (cont’d)

If that is the situation, the IU Foundation should be contacted in regard to their policies.
Cross-References

Allowable Hospitality Expenses:
www.indiana.edu/~vpcfo/accounting/i-50.html

Payments for Memberships in Social Organizations:
www.indiana.edu/~vpcfo/accounting/i-70.html
Cross-References (cont’d)

Donations and Contributions to Other Entities:

http://www.indiana.edu/~vpcfo/accounting/i-80.html

Moving Expenses:

http://www.indiana.edu/~vpcfo/accounting/i-310.html
Questions?