



Spending of UCF Foundation Funds

Policy Number	2-205.2
Responsible Authority	Associate Vice President, Advancement/Alumni Affairs and Foundation CFO
Initiating Authority	Vice President of Alumni Relations and Development
Effective Date	10/15/2019
Date of Origin	1/18/2006

APPLICABILITY/ACCOUNTABILITY

This policy applies to all UCF employees and related DSO employees when using or administering UCF Foundation funds.

BACKGROUND INFORMATION

The Foundation is a tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code and a direct support organization of the University of Central Florida as described in Florida Statutes Section 1004.28. The Foundation raises funds to provide the university with resources for scholarships and to provide the university with support to supplement its programs. Expenditures from Foundation accounts support the university in achieving its goals and its pursuit of excellence.

POLICY STATEMENT

All persons expending Foundation funds will ensure the purpose of all expenditures is to benefit the university. In addition, payments from Foundation funds will be consistent with applicable donor restrictions and comply with state and federal regulations and Foundation policies.

DEFINITIONS

DSO. This type of entity is a direct support organization of the University of Central Florida, which is organized for the benefit of the university as described in [Florida Statutes Section 1004.28](#).

Foundation. University of Central Florida Foundation, Incorporated.

PROCEDURES

The Foundation has general spending guidelines to assist university employees with the administration and fiscal oversight responsibility for Foundation funds. In addition to these guidelines, the Foundation has specific expenditure policies for various types of expenditure requests. Foundation policies are accessed by using [Foundation's website](#).

To request payment using Foundation funds, submit a payment authorization request form along with complete supporting documentation. The Foundation payment request form is available at the Foundation's website. Payment will not be issued if the submission is not in accordance with the Foundation policies and accounting procedures.

RELATED DOCUMENTS

[General Spending Guidelines from Foundation Accounts](#)

[Foundation Payment Authorization Request Form](#)


CONTACTS

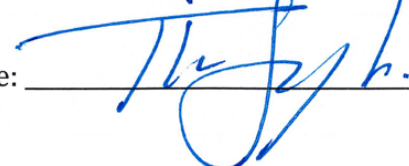
Office of Accounting and Financial Management Services, University of Central Florida
Foundation 12424 Research Parkway, Suite 140, Orlando, FL 32826
Phone (407) 882-1220.

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 2-205.2

Initiating Authority:  Date: 10/9/19

University Policies and
Procedures Committee Chair:  Date: 10/4/19

President or Designee:  Date: 10/15/19

History: 2-205 1/18/2006, 2-205.1 8/29/2011