



UNIVERSITY OF CENTRAL FLORIDA

## Office of the President

<b>SUBJECT:</b> Expenditure of University Funds	<b>Effective Date:</b> 5/8/2020	<b>Policy Number:</b> 3-210
	<b>Supersedes:</b>	<b>Page</b> <b>Of</b> 1                      3
	<b>Responsible Authority:</b> Vice President and Chief Financial Officer	

### APPLICABILITY/ACCOUNTABILITY

This policy applies to all individuals authorized to create or approve financial transactions on behalf of the University of Central Florida.

### POLICY STATEMENT

The University of Central Florida funds may be expended for purposes consistent with and supportive of the teaching, research, and service mission and objectives of the university including support of academic programs, student programs, faculty, and staff members. Expenditures of university funds will be in compliance with applicable laws, regulations, and university policies and procedures, including Finance and Accounting's *Expenditure Guidelines* and Procurement Services' *Purchasing Procedures Manual*.

Expenditures of university funds will include proper and complete documentation to assure expenditures are made in a manner consistent with established policy, regulations, and statutes. This documentation will include the vendor name, complete description of the item(s) or service(s) to be purchased or received, and a detailed description of the purpose of the expenditure.

Individuals with violations of this policy will be provided training by Finance and Accounting. Individuals with frequent or willful violations may have their Procurement Card and/or security access to financial systems revoked and be subject to disciplinary action, up to and including dismissal.

## PROCEDURES

To determine the allowable source(s) of funding for specific expenditures, employees should consult the Finance and Accounting Expenditure Guidelines. These guidelines are general in nature and may not cover every allowable expenditure category. For questions regarding an expenditure, please contact the Assistant Vice President for Tax, Payables, and Procurement at 407-882-0235 or [Expenditures@ucf.edu](mailto:Expenditures@ucf.edu).

When allowable under federal, state, and/or university regulation or policy, exceptions to the funding sources shown on the Expenditure Guidelines may be approved. Requests for exceptions to the *Expenditure Guidelines* must be submitted in advance of the expenditure to the Assistant Vice President for Tax, Payables, and Procurement at [Expenditures@ucf.edu](mailto:Expenditures@ucf.edu). Exceptions will only be approved after a review of the facts and circumstances surrounding the proposed expenditure and will be approved per UCF Policy 2-107 *Signature Authority Policy*.

Finance and Accounting staff will provide training upon request to individuals or departments who have questions about these guidelines.

## RELATED INFORMATION

Expenditure Guidelines

[https://fa.ucf.edu/wp-content/uploads/sites/2/UCF\\_Expenditure\\_Guidelines.pdf](https://fa.ucf.edu/wp-content/uploads/sites/2/UCF_Expenditure_Guidelines.pdf)

Procurement Services Procedures Manual

<https://procurement.ucf.edu/>

UCF policy 2-107 Signature Authority Policy

<https://policies.ucf.edu/documents/2-107.pdf>

UCF policy 2-205 Spending of UCF Foundation Funds

<https://policies.ucf.edu/documents/2-205.pdf>

UCF policy 3-107 Procurement, Use, and Possession of Hazardous Materials and Regulated Devices and Equipment

<https://policies.ucf.edu/documents/3-107.pdf>

UCF policy 3-205 Reimbursement for Travel Expenses

<https://policies.ucf.edu/documents/3-205.pdf>

UCF policy 3-505 Payment for Relocation

<https://policies.ucf.edu/documents/3-505.pdf>

UCF policy 4-014 Procurement and Use of Cloud Computing and Data Storage Services

<https://policies.ucf.edu/documents/4-014.pdf>

BOG Regulation 9.007 State University Operating Budgets

[https://www.flbog.edu/wp-content/uploads/9.007Amended\\_FINAL\\_10-30-19.pdf](https://www.flbog.edu/wp-content/uploads/9.007Amended_FINAL_10-30-19.pdf)

BOG Regulation 18.001 Procurement Regulation

<https://www.flbog.edu/wp-content/uploads/FINAL-18.001-Procurement-Regulation-11316.pdf>

BOG Guidance on Carryforward Spending Plans

<https://www.flbog.edu/finance/university-budget-information/qa-carryforward-spending-plan/>

BOG Definition of Non-Recurring Expense

[https://www.flbog.edu/wp-content/uploads/Definition\\_of\\_Non-Recurring\\_Expense\\_Items.pdf](https://www.flbog.edu/wp-content/uploads/Definition_of_Non-Recurring_Expense_Items.pdf)

BOG Glossary of Budget and Finance Terms

<https://www.flbog.edu/finance/university-budget-information/glossary-of-budget-and-finance-terms-terms/>

**INITIATING AUTHORITY:** Vice President and Chief Financial Officer

<b>POLICY APPROVAL</b> <b>(For use by the Office of the President)</b>	
Policy Number: 3-210	
Initiating Authority: <u>Joseph Trubiano</u>	Date: <u>5/5/2020</u>
University Policies and Procedures Committee Chair: <u>Shirley L. Bishop</u>	Date: <u>4/30/2020</u>
President or Designee: <u>Alexander Carto</u>	Date: <u>5/8/2020</u>