THE RESPONSIBLE USE OF UNIVERSITY FUNDS

Quinn's Big Day

Today is Quinn’s birthday. Quinn is a leading researcher in her field and is well regarded by her peers. In recognition of Quinn’s big day, her supervisor is thinking about using department funds to get Quinn concert tickets to her favorite band.

Can you Relate?

Tyler (the new office supervisor) was recently approached by a local organization who is seeking donations for an upcoming community event. Tyler is considering donating department funds.

Should Quinn's supervisor proceed with her plan? What do you think Tyler should do? The Use of University Funds for Gifts, Social Functions, Sponsorships & Donations policy provides guidance to help us understand how to best respond to these types of scenarios. Below are a few important reminders related to this policy.

ABOUT THE POLICY

WHAT IS THE POLICY ABOUT?

This policy provides guidance to departments and employees when considering the use of University Funds for gifts, social functions, sponsorships and donations.

WHO DOES IT APPLY TO?

Applies to: All employees and individuals with authority to request, control or approve the expenditure of University Funds.

Campus Applicability: All programs at all campuses, except UConn Health.
THINGS TO CONSIDER

When considering using University funds remember:

- It must be justified with a business purpose and a clearly identifiable benefit to the University.

- University funds may not be used for social functions or parties attended solely or primarily by University employees (i.e. holiday parties or summer outings).

- In limited circumstances, University funds may be used for employee recognition, but only with the prior approval of the President, Provost, or their authorized delegates, or Executive Vice President for Administration and Chief Financial Officer who shall consider, among other factors, the employee’s contribution to the University.

- University Funds may not be used to purchase alcoholic beverages as prescribed in the University’s Policy on Alcohol and Other Drugs.

- Consult with the policy and appropriate University offices and departments to evaluate whether it is appropriate.

WHERE CAN YOU LEARN MORE?

Click below to access the policy. For additional guidance related to this policy contact the University’s Office of the Controller at 860-486-2937.

View the Policy Here  Controller’s Office Website