

ASU Foundation Accounts Expenditure Guidelines

1. ASU Foundation accounts are only to be used for activities related to Fundraising, to meet the purposed designated by the donor or for expenses that cannot be paid with ASU funds.
2. Checklist for out-of-pocket reimbursement:
 - Original Itemized Receipts – Must obtain original itemized receipts. Submit signed justification memo if a receipt is not available.
 - Date of Receipts – The dates must be recent, within 90 days of purchase date
 - Method of payment on the receipts. Submit signed justification memo if method of payment is not available.
 - Business Related Purchases – The business purpose must be clearly stated on the disbursement. The item must be for business use only.
3. The following are specific PROHIBITED transactions on Foundation accounts:
 - Gifts, other than nominal gifts (defined as less than \$25 per OGC), or loans to University employees or students. Cash, including gift cards, are prohibited.
 - Payments made to ASU faculty, staff, or students for services rendered. The payment must go through ASU Payroll.
 - Payments made directly to students for scholarships.
 - Payments made to independent contractors who are non-resident aliens.
 - Reimbursement for out-of-pocket personal use from ASU Foundation accounts.
 - Any undocumented expenses.
 - Any payment to a relative of the account holder or an affiliate or an entity in which such persons own a significant interest.
 - Business meal expenses exceeding \$50 per person or \$70 per person for business meals related to faculty recruitment or visiting scholars. A department or program may request exceptions from the Executive Dean prior to these events when reasonable business purposes exist.
 - A meal for a University employee while on an authorized ASU business trip that exceeds normal state per diem rates unless engaging in a business meeting with non-ASU personnel.
4. Discretionary Accounts may be used for the following purposes:
 - Transfers to University local accounts to support scholarships, professorships, and academic programs.

- University business entertainment and travel see Section C9 for additional information regarding business travel/meals.
- The purchase of flowers or decorations for use at official fundraising/donor related events.
- The purchase of flowers or other suitable gifts as expressions of sympathy or congratulations for University employees or business constituents are limited to \$75 per person/family including tax/delivery. Donations to charitable organizations in lieu of flowers are prohibited.
- Expenditures for such items as nominal staff and faculty gifts, are limited to \$100 per recipient per fiscal year. Please note that this is a fiscal year cumulative limit. Again, a nominal gift is valued at less than \$25 per office of general counsel. Cash gifts, including gift cards, are not allowed.
- Gifts for student workers and graduate assistants/associates are limited to \$15 per recipient per fiscal year.
- The expenditure must relate to the donor's intent and the purpose of the account.
- Thank you gift purchases for speakers up to \$100.