



UCF FUNDS USE GUIDELINES

Sources of Funds

Restrictions on expenditures may exist because of the source of funds. The primary sources of funds include:

- Education & General
- Auxiliaries
- Contracts & Grants
- Agency Funds
- Concessions
- Construction
- Scholarship & Loans

GENERAL GUIDELINES

Expenditures must be:

- Be reasonable and appropriate
- Be necessary to accomplish the mission of the university
- Have a clear business purpose
- Facilitate the needs of the university community (not for personal benefit)

Education & General

Includes appropriations, student fees, and lottery funds which are for the general operating expenses of the university.

Examples of allowable items:

- Computers
- Salaries
- Materials & supplies
- Utilities

Examples of disallowed items:

- Alcohol
- Entertainment
- Decorations
- Food

Auxiliaries

Funds generated by university business type activities.

Examples of allowable items:

- Equipment
- Promotional expenses
- Resale items
- Salaries

Examples of disallowed items:

- Condolences
- Gifts
- Personal items
- Political contributions

Contracts & Grants

Sponsored projects/contracts and grants – must meet general and specific requirements as set forth by the contractor/grantor.

Examples of allowable items:

- Printing
- Salaries
- Research supplies
- Travel

Examples of disallowed items

(unless specifically authorized):

- Entertainment
- Gifts
- Food
- Personal items

Agency Funds

Fiduciary funds (funds held by the university on behalf of other organizations) that should be expended in keeping with the objectives of the depositor.

Examples of allowable items:

- Advertising
- Stipends
- Professional fees
- Student assistants

Examples of disallowed items:

- Administrative costs
- Resale items
- Decorative items
- Personal items

Concession Funds

Commission revenues generated from vending machines that may be expended to serve the higher education interests of the university. Funds are generally used for: meals, entertainment expenses, recruitment and special events.

Examples of allowable items:

- Entertainment
- Food
- Flowers
- Stipends

Examples of disallowed items:

- Alcohol
- Personal items

Construction

Includes appropriated , university and/or donated funds for the construction of buildings and infrastructure.

Examples of allowable items:

- Architectural fees
- Construction material
- Contractors
- Engineering

Examples of disallowed items

- Food
- Telephone
- Office supplies
- Travel

Scholarships & Loans

Funds from federal, state, university and private sources to provide financial aid for students.

Examples of allowable items:

- Grants
- Loans
- Scholarships
- Subsidies

Examples of disallowed items:

- Food
- Office supplies
- Materials & supplies
- Salaries

Expenditure Classification

Budget is generally provided as a lump sum, however, you may hear the following classification of expenditures:

- Salaries – Payments to staff for services in permanent and temporary positions
- Expense – General operating expenses
- Other Capital Outlay (OCO) – Capital items costing \$1,000 or more with a useful life of more than one year
- Fixed Capital Outlay (FCO) – Construction and renovations of building and infrastructure

Summary

It is important that the university maintain a positive reputation for being a good steward of all funds regardless of the source.

