

APPENDIX A

Charging Expenditures to Funds

Page Number	Expenditure Types:	Funding Sources				
		Designated	General	Expendable Gifts	Auxiliary Recharge	Sponsored Funds
Fund Numbers:		40000	10000	30000	50000 - 59000	20000 - 25000
10	Advertising - Staff Recruiting	YES	YES	Maybe	YES	NO
10	Advertising - Student Recruiting	YES	YES	Maybe	NO	NO
10	Advertising - all other	YES / X	YES / X	Maybe / X	NO	NO
11	Alcoholic Beverages	YES / X	NO	Maybe / X	NO	NO
12	Alumni Activities	YES / X	YES / X	Maybe / X	NO	NO
12	Bad Debts	YES / X	YES / X	Maybe / X	NO	NO
13	Commencement / Convocation	YES / X	YES / X	Maybe / X	NO	NO
13	Employee morale, health and welfare	YES / X	YES / X (1)	Maybe / X	NO	NO
14	Entertainment	YES / X	YES / X (1)	Maybe / X	NO	NO
13	Flowers	YES / X	YES / X (1)	Maybe / X	NO	NO
15	Fund raising	YES / X	YES / X	Maybe / X	NO	NO
16	Hosting - Alumni, entertainment, fundraising, lobbying or public relations	YES / X	YES / X	Maybe / X	NO	NO
16	Hosting - All other activities	YES	YES	Maybe	YES	NO
18	Lobbying	YES / X	YES / X	Maybe / X	NO	NO
19	Meals and Travel - Alumni, entertainment, fundraising, lobbying or public relations	YES / X	YES / X	Maybe / X	NO	NO
19	Meals and Travel - All other activities	YES	YES	Maybe	YES	NO
21	Meetings and Conferences - Alumni, entertainment, fundraising, lobbying or public relations	YES / X	YES / X	Maybe / X	NO	NO
21	Meetings and Conferences - All other activities	YES	YES	Maybe	YES	NO
21	Memberships-Civic/Community Organizations	YES / X	YES / X	Maybe / X	NO	NO
21	Memberships-Business, technical and professional organizations acceptable under University policy	YES	YES	Maybe	YES	NO
10	Promotional Items	YES / X	YES / X	Maybe / X	NO	NO
22	Public relations	YES / X	YES / X	Maybe / X	NO	NO
22	Recruiting - Student	YES	YES	Maybe	NO	NO
22	Recruiting - Prudent costs for Faculty and Staff	YES	YES	Maybe	YES	NO
22	Recruiting - Faculty & Staff: If use color, large in size or for other purpose in publications	YES / X	YES / X	Maybe / X	NO	NO
23	Selling and marketing	YES / X	YES / X	Maybe / X	NO	NO
23	Student extracurricular activities	YES / X	YES / X	Maybe / X	NO	NO

CAUTION: It is important to understand the practices section for exceptions.

- Legend:**
- NO Expense cannot be charged to these funds, unless specifically approved by the sponsor.
 - YES Expense can be charged to these funds and does not need to be flagged.
 - YES / X Expense can be charged to these funds, but MUST be flagged with an ICRX Class.
 - Maybe Expense may be charged to these funds ONLY if within the guidelines specified by the donor. Does not need to be flagged.
 - Maybe / X Expense may be charged to these funds ONLY if within the guidelines specified by the donor. MUST be flagged with an ICRX Class.
- (1)** Use General Funds only if no discretionary funding source is available.