


<b>ADMINISTRATIVE PROCEDURE MANUAL</b>			
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	PROMOTION, PUBLIC RELATIONS AND HOSPITALITY EXPENDITURES	06-1301	1 OF 1
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
	6Hx7-4.8 Funds Derived from Auxiliary Enterprises	February 28, 2024	

### **Purpose**

This purpose of this procedure is to describe the steps and forms to be used to authorize reimbursement of expenditures from College funds derived from auxiliary enterprises for promotion, public relations, hospitality and other appropriate uses.

### **Procedure**

- A. Per Board Rule 6Hx7-4.8 (3) and (4) funds from auxiliary enterprises shall be disbursed at the discretion of the College President for the purpose determined to be a direct benefit to the College and shall be transferred to the current fund and shall be in the approved budget of the College.
- B. Per this procedure the College President may delegate authority to Executive Leadership Team members to authorize expenditures from this budget by the authorization of subordinate hospitality budgets in an Executive Leadership Team member's department, as necessary.
- C. The College President may direct certain requests for expenditure to the Florida State College Foundation, Inc., for reimbursement under its direct support mission of the College and according to its rules and procedures.
- D. Funds derived from auxiliary enterprises largely result from student expenditures for books, food service, vending machines and commissions from vendors under contract to the College to provide such services. These funds are subject to public scrutiny and as such should bear the responsibility standard of reasonability in their use. Expenditures for meals or refreshments should not exceed what is reasonable and customary for the purpose of the event and location. Expenditures for work conferences involving only College employees should be limited under the same standard of reasonability.
- E. Requests for reimbursement under this procedure require documentation that provides a description of the expenditure, the date and time of the expenditure as well as the College purpose. The request should be submitted electronically for approval through the College's expense reimbursement system.

REFERENCES: F.S. 1001.64, 1001.65, 1010.08, 1011.47, SBE Rule 6A-14.072, 6A-14.077

Adopted Date: May 9, 2012

Revised Date: January 23, 2017, February 28, 2024