

	<b>Florida Gulf Coast University</b> Policy Manual	Policy: 3.040 Approved: 05/20/14
	<b>Concession Funds Policy</b>	<b>Responsible Executive:</b> Vice President for Administrative Services and Finance  <b>Responsible Office:</b> Controller's Office

## I. POLICY STATEMENT

The purpose of this policy is to establish guidelines and procedures which will provide for proper accountability, budgeting, and expenditure of Concession Funds.

## II. REASON FOR POLICY

This policy is adopted to expound on and clarify authorized budgeted expenditures identified in the Regulation.

## III. DEFINITION OF TERMS

Concession Funds – revenue derived from commissions earned on receipts from vending machines.

## IV. PROCEDURES

The Concession Funds may be expended to advance the overall mission of the University including support of academic programs, student life programs, and faculty, staff, fellows, students, and support activities of the University and its various organizations. Use of Concession Funds provides greater flexibility due to the scope of allowable expenditures. These funds cannot be utilized for any expense type that might be viewed as exclusively personal in nature.

A. Types of expenditures authorized by the FGCU Board of Trustees from the Concession Funds include the following:

1. Student Recruiting, Student Support Services, Student Program Support and Student Financial Aid – expenses for various student related activities including orientation, residence life programming, picnics, banquets, special recognition awards, students organizations, band members, ushers, and police hired for commencement.
2. Expenses of special events including but not limited to commencements, inaugurations, and homecoming.

3. Acquisition of professional consultant services and related expenses including but not limited to the cost of the engagement of specialized consultants for financial, legal, medical, environmental, architectural and organizational cost when corroboration or external advice is necessary or appropriate, including, legal settlements.
  4. Operating costs associated with the expenses of operating the University's vending machine program, including program administration, utilities, installation of premise wiring, and the University Eagle Card.
  5. Domestic Partner Health Insurance Stipend – cost associated with the University's domestic partner benefit program for employees who meet the eligibility requirements to participate as outlined and managed by the Office of Human Resources.
  6. Athletic events and activities and related expenses.
  7. Sustainability initiatives and related expenses.
- B. Types of expenditures that are not to be used or reimbursed with Concession Funds shall include but not be limited to the following:
1. Refreshments consumed during the usual workday coffee breaks, birthday parties or other personal celebrations.
  2. Gifts to employees.
  3. Holiday items, greeting cards or birthday acknowledgements.
  4. Alcoholic beverages.
  5. Advances or loans for travel or salary.
  6. Fines or penalties paid to governmental entities resulting from violation of the law, administrative regulations or local government ordinances.
  7. Personal loans or expenses.
- C. Each requisition or request for reimbursement must clearly state a justification for the expenditure. Appropriate documentation of each event is required, including in all cases the date, place, and purpose. If the number of attendees is five or fewer, their names should be included in the documentation. If the number of attendees is greater than five, the number of people attending and general character of the group should be included in the documentation.

**V. HISTORY**

New 05/20/14

**APPROVED**

  
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President

May 20, 2014  
Date

ARCHIVED