



**Policy Number:** 2.029

**Originating Office:** Financial Affairs

**Responsible Executive:** VP for Financial Affairs

**Date Issued:** 6/12/2012

**Date Last Revised:** 1/24/2013

# Institutional Representation Account

## Policy Contents

|   |   |
|---|---|
| I. REASON FOR THIS POLICY.....              | 1 |
| II. STATEMENT OF POLICY .....               | 1 |
| III. DEFINITIONS .....                      | 2 |
| IV. PROCEDURES.....                         | 2 |
| V. RELATED DOCUMENTS, FORMS AND TOOLS ..... | 2 |

## I. REASON FOR THIS POLICY

Establish guidelines and procedures for the use of institutional representation accounts at the University of South Dakota (USD).

## II. STATEMENT OF POLICY

The Board of Regents allows the University to spend funds on institutional representation. These funds may be used when USD hosts non-university guests (including students, parents, and prospective employees).

The funds can also be used in-house in certain circumstances such as light refreshments for employee recognition and retirement programs. The funds are not to be used for items of a personal nature which do not benefit the University as a whole. All applicable purchasing regulations must be followed.

Examples of appropriate uses:

- Refreshments/lunches/dinners for visiting accreditation teams
- Refreshments/food for student receptions/picnics (Graduate Assistants are considered employees for the purposes of these guidelines)
- Refreshments at student/staff receptions and training sessions

- Refreshments/lunches for staff meetings/training as necessary
- Lunches/dinners with prospective employees
- Flowers for student funeral
- Gifts for USD Day in Pierre
- Awards for students/staff from the University

Examples of inappropriate use:

- Refreshments/lunches/dinners for holiday gatherings
- Alcoholic beverages
- Gifts for relatives of students/staff

### III. DEFINITIONS

Not Applicable.

### IV. PROCEDURES

Institutional representation funds will be allocated to each Vice President at the beginning of the fiscal year by USD Budget and Finance. The budget will be available for the fiscal year subject to normal administrative year end deadlines. Any remaining funds will revert on June 30 of each fiscal year. If unusual circumstances arise which cause the funding to be inadequate, additional funding may be requested from the Budget and Finance office.

USD will annually prepare an itemized accounting for the institutional representation accounts. Therefore, vouchers must clearly indicate the purpose of the expenditure, who was involved and the date of the activity. An itemized invoice or receipt must be attached to the voucher and individual items or meals must be listed.

### V. RELATED DOCUMENTS, FORMS AND TOOLS

South Dakota Board of Regents Policy – [Institutional Representation Account 5:1](#)