

DISCRETIONARY SPENDING PROCEDURE

Related Board of Trustees Policy: N/A

Legal Authority: NCGS 115D-58.13

Approval: 8.18.15

Revision:

DISCRETIONARY SPENDING

Craven Community College generates revenue from vending receipts, vending commissions and other non-designated income. College staff will prepare an annual budget for these funds to be approved by the College Board of Trustees as part of the annual budgeting process. These funds will be accounted for as College funds and will be kept in an unrestricted institutional fund account.

Discretionary funds are to be used to promote or enhance the image of the College, the College educational programs, and College operations.

Authorized uses include:

- Support of student activities, social activities involving College personnel and/or Board members
- Assistance to students in connection with expenses which are not covered by normal student aid funds
- Support of visiting dignitaries, lecturers, or speakers for which funds are not normally available
- Dues or memberships that benefit the College which are not allowable from state funds

Funds shall not be used:

- To supplement the salary of the President or for the direct personal gain of any trustee or employee of the College
- To reimburse excess per diem for meals unless participant's attendance is required during a working session

Review and determination of allowable expenditures is conducted by the Vice President of Administrative Services or their designee.