

Related Board of Trustees Policy: BP 5.3

OPR: Vice President for Administration

Approved: August 4, 2026

Previous Editions: August 18, 2015

DISCRETIONARY SPENDING

Craven Community College generates revenue from vending receipts, vending commissions, and other non-designated income. The Executive Director of Financial Services 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.

The President and Vice Presidents have sole oversight over discretionary funds. They have discretion to determine the appropriate use of these funds as long as they are being used to promote or enhance the image of the College, College educational programs, or College operations.

Authorized uses include:

- Support of student activities and 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
- The President may pay for meals for Board members while they are traveling on official College business. The Board member shall not claim the applicable per diem meal allowance for that meal.

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

Review and determination of allowable expenditures is conducted by the Vice President for Administration or their designee. Purchases using discretionary funds must follow state and College purchasing guidelines.