

## & R Q F H V V L R Q ) X Q G V Purchasing Guide

The use of Concession funds need to be approved in advance by the VP of Student 6 X F F H V V prior to any expenditures. Approval in advance is important so as not to overspend the allocated funds. VP approval is required as the responsible party for the funding source.

Concession funds are generated by vending machine operating profits on campus and are distributed on an annual basis to Student 6 X F F H V V. Concession funds should be used to advance the mission of the USF System by supplementing State resources in support of academic programs, staff, students, and support activities of the USF System and its various organizations.

Accountable Officers are expected to exercise good judgment and a high sense of ethics in making expenditure decisions, taking into consideration such factors as: reason; appropriateness; clear justification; sensitivity to the values of the USF System; the current academic, ethical and financial environment of the USF System; the effect that certain types of expenditures may have upon the public image of the USF System; the overall purpose to be served; and consideration of the type and amount of funds available to various units within the USF System.

Each requisition or invoice authorized by payment will specify which of the following authorized purposes was served by the expenditure:

- x Recruitment
- x Improved Faculty and Staff Morale Activities
- x Professional Development
- x Student Recruiting, Support Services, Student Program Support and Financial Aid
- x Facilities Construction, Improvements, and Renovations
- x Organizational and Management Planning and Development
- x Community/Professional Relations, Public Relations, Sponsor Relations, and Government Relations Expenses
- x Acquisition of Professional Recommendations
- x Effective Resolution of Legal Disputes