

OLD DOMINION UNIVERSITY
University Policies and Procedures

**3005 - EXPENDITURE GUIDELINES FOR LOCAL
DISCRETIONARY FUNDS (LEDGER 6)**

Statement: All purchases and expenditures of local discretionary funds (ledger 6) are exempt from the State expenditure guidelines as allowable under the SCHEV chart of accounts and the Commonwealth Accounting Policies and Procedures Manual. All expenditures must be made for the benefit of Old Dominion University. Allowable expenditures include: alcohol for official functions and university related activities, gifts and flowers (nominal value), retirement functions, holiday functions, and other such events that directly support the mission of the University. Expenditures NOT permitted include: parking permits (except when given as rewards for outstanding or meritorious service), cash gifts to employees or others, and expenses that do not directly support the mission of the University.

Responsibility: Vice President for Administration and Finance, University Controller, Assistant Controller for Disbursements, University Budget Office, and Budget Unit Directors

Authorization: Roseann Runte, President

Date: August 16, 1999; Revised August 22, 2003