

**MURRAY STATE UNIVERSITY FOUNDATION, INC.
POLICY**

SUBJECT: Expenditure of Funds

DATE: October 2, 1998

PURPOSE

Under the Articles of Incorporation, the Murray State University Foundation, Inc. (Foundation) shall have power "to purchase, lease, receive, own, sell and convey real and personal property" to achieve the purposes of the corporation in assisting Murray State University (University). It is the objective of the Foundation to purchase materials, supplies, equipment and services as economically and efficiently as possible. The Foundation adheres to the principles of purchasing utilized by the University with certain exceptions noted below:

POLICY

1. Foundation forms and two signatures will be required on all Foundation expenditures. The two parties authorized to sign on a particular account are determined at the time of establishment of a new account. Generally, the two signatures will be determined as follows:
 - A. Individual initiating the expenditure and departmental chairperson or director, or
 - B. Department chair or director initiating the expenditure and dean of college or vice president, as appropriate, or
 - C. College dean initiating the expenditure and the Provost, or
 - D. Vice president initiating the expenditure and the University President.
 - E. The Foundation President initiating the expenditure and the University President.

2. Departments are required to notify the Foundation 15 days in advance of submitting a request for expenditure of funds in excess of \$10,000.
3. Off-campus purchases under \$500 may be made directly from the vendor, with a Foundation Purchase Requisition form processed for confirmation.
4. Off-campus purchases of \$500 or more should be submitted to University Procurement Services before a commitment is made to the vendor. Procurement Services will:
 - A. \$500 to \$3,000 - examine purchase and advise individual initiating the requisition if an alternate vendor should be considered.
 - B. \$3,000 to \$10,000 - assist the purchaser by obtaining quotations.
 - C. \$10,000 or more - obtain competitive bids.

Note: In some circumstances (e.g., real property purchases or when the purchasing unit specifically states in advance a concern for the "best" as well as "lowest" price), the Foundation President (< \$25,000) or the Executive Committee (> \$25,000) may modify or waive the above procedures.

5. Charges may be transferred from a University account to a Foundation account by processing a University Inter-Account Bill. The Inter-Account Bill should list the vendor, purchase order number or other reference, and the amount of the charge to be transferred. Because of restrictions on the use of State funds, charges cannot be transferred from a Foundation account to a University account, except on a limited case-by-case basis.