

Office/Contact: Accounts Payable Office

Source: SDCL Title 4 Public Fiscal Administration; University Policy 5:7

Link: https://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=4
<https://www.sdstate.edu/policies/upload/Fraud-Policy.pdf>

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Department Responsibilities with University Funds

NUMBER: 5:36

1. Purpose

This policy sets forth the responsibilities of departments at the University when conducting transactions with University funds.

2. Definitions

- a. University Funds: for the purposes of this policy, the term “University Funds” refers to funds received by the University from various sources, including, but not limited to: state appropriation, grants, and receipts; federal government grants; sales of University goods and services; private source gifts, contracts, and grants; foundation support, endowment, and investments; interest; rental of real property; royalties; and proceeds from debt.
- b. Originator: the person entering the transaction in Banner, or other University designated system, or preparing the Journal Voucher or Cash Deposit.

3. Policy

- a. It is the responsibility of every employee, agent, or volunteer of the University to be fiscally responsible and proper stewards of University Funds. Before submitting an expense for payment, the expense and supporting documentation must be reviewed for legality, proper authorization, whether the claim is an appropriate expenditure of University Funds, and whether the claim is being paid from the 5hf.7 (5hf11r)6.9 (r)-3.9 (e)9.2 (c)-1.7 (t)-

