



RUTGERS POLICY

Section: 20.1.15

Section Title: Administrative Policies, Procedures, and Services

Policy Name: Charitable Contributions and Expending University Funds Related to Charitable Causes

Formerly Book: N/A

Approval Authorities: Executive Vice President for Academic Affairs and Senior Vice President for Finance and Administration

Responsible Executives: Executive Vice President for Academic Affairs and Senior Vice President for Finance and Administration

Responsible Offices: Office of Academic Affairs and Office of Administration and Finance

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Errors or changes? Contact: Office of Administration and Finance oevpada@oldqueens.rutgers.edu

1. **Policy Statement**

Rutgers, The State University of New Jersey, makes contributions to the state and local communities through its outreach efforts in the areas of education, research, and public service. By policy, it prohibits the use of public funds to make monetary contributions to other organizations or causes. Only authorized representatives of the university may expend university discretionary, non-state funds for approved purposes.

2. **Reason for Policy**

To provide guidelines for expenditures of university monetary resources related to charitable causes.

3. **Who Should Read This Policy**

All members of the Rutgers University community

4. **Related Documents**

University Policy Section 80.1.3 Purchase of External Advertising
University Policy Section 60.1.9 Commercial and Charitable Solicitations
University Policy Section 20.1.11 Purchasing Policy
University Policy Section 20.1.12 Surplus Property

5. **Contacts**

Office of Administration and Finance
oevpada@oldqueens.rutgers.edu or 732-932-5661

Office of Academic Affairs
732-932-7821

Office of the Chancellor – Newark
chancellor-newark@newark.rutgers.edu or 973-353-5541

Office of the Chancellor – Camden
859-225-6095

6. **Policy**

20.1.15 CHARITABLE CONTRIBUTIONS AND EXPENDING UNIVERSITY FUNDS RELATED TO CHARITABLE CAUSES

I. Universitywide Solicitations for Charitable Purposes

Universitywide solicitations for charitable purposes are prohibited, with the exception of university-sponsored programs such as the Rutgers University Foundation, the University Condolence Fund, and the Employees' Combined Charities Campaign. See policy section 60.1.9, Commercial and Charitable Solicitations, for more information.

II. Solicitations for Charitable Causes Benefiting the University

A. Use of University Monetary Resources

State-funded resources may not be used to make charitable donations (to other organizations or causes). No university resources, whether state or non-state, may be used for donations to for-profit organizations or causes.

B. Use of Non-State Discretionary Funds

The university does, however, recognize the value and importance of promoting the university and its interests in a variety of ways that involve informal interactions in social and other settings. Because discussions of the aims of the university and its many activities are sometimes best accomplished outside an academic or business setting, the university supports appropriate expenditures of discretionary, non-state funds for such purposes as entertaining visiting scholars at lunches or dinners, hosting social engagements to promote a particular program or activity, supporting tables at charitable events, purchasing advertisements in program books, and other types of social interactions categorized as "official functions."

C. Authorization of Expenditures

As an integral part of New Jersey, Rutgers is actively involved in promoting and advancing its mission, seeking support from various constituencies for its programs, and collaborating with other institutions to advance its mission of teaching, research, and public service. To that end, it is essential that the university wisely and strategically invest its limited discretionary resources in such a way that its mission is advanced and its vision is achieved. For that reason, only authorized representatives of the university (the president, executive vice presidents, and chancellors), or their designees, may expend, or authorize expenditures of, university discretionary funds. In this context, "authorized" is defined as having fiduciary responsibility for discretionary accounts that are used for these purposes.

1. Expenditures up to and Including \$500 Per Event: Expenditures up to and including \$500 per event may be approved at the vice president, dean, director, chairperson, or department head level in accordance with the internal process and procedures established by the president, executive vice president for academic affairs, senior vice president for finance and administration, and chancellors for their respective areas.
2. Expenditures over \$500 Per Event: Inquiries or requests should be sent to the offices of the president, executive vice president for academic affairs, and senior vice president for finance and administration in New Brunswick/Piscataway or the chancellors in Newark or Camden for approval.

D. Criteria for Approving Expenditures Related to Charitable Organizations

1. The decision to support an expenditure related to an officially recognized charitable organization, regardless of the dollar amount, shall be based on whether or not a request:
 - advances the mission of the university;
 - is meant to honor or recognize a Rutgers affiliate, person, event or place;
 - is located in a town geographically adjacent to a Rutgers site; or
 - comes from a past recipient of such contributions.
2. Charitable expenditures that honor or recognize a Rutgers board member must be confirmed by either the Board of Governors or Board of Trustees, as appropriate.

III. Personal Contributions

This policy does not prevent or in any way discourage individuals associated with Rutgers from making contributions to whatever causes they choose from their own funds.

IV. Contributions of Equipment or Goods

Contributions of equipment or goods are governed by the university's Surplus Property Policy, section 20.1.12.