GENERAL GUIDELINES FOR STUDENT ORGANIZATION COMPLIANCE WITH UNIVERSITY OF DENVER EXPENDITURE POLICIES

The following are general guidelines to assist student organizations in understanding how to apply the University of Denver Expenditure Policies to student activities. This list does not replace, modify, or supersede any University policy or Sturm College of Law policy in any way. The examples provided below are, just that, examples. This information is designed to assist organizations in making determinations regarding the appropriate use of student organization funds with regard to the Expenditure policies. If you are considering making a student organization expense not addressed on this list please first consult the University policies and then Clint Emmerich, Assistant Dean, Finance and Administration, or Theresa Baker, Finance & Budget Coordinator.

There are separate policies regarding travel and alcohol which are not addressed here. If you are considering activities that involve either of these please contact Chris Newman in Student Affairs.

EXAMPLES OF EXPENSES NOT APPROVED

- Food for student organization officer meetings
- Food or beverage for Student Organization Offices
- Activity, food, and/or alcohol costs associated with events held off campus
- Gifts for students, staff, faculty, alumni, and vendors (this includes gift cards)

EXAMPLES OF APPROVED EXPENSES

- Food for general student organization meetings
- Food for student organization meetings involving guest speakers
- General office/meeting supplies (pens, paper, plates, napkins, etc.)
- Social hour events on campus related to networking or presentation on law related issues
- Materials related to Official Student organization Functions (Earth Day, STLA or Moot Court, Law Review Materials)
- Materials for events promoting student life on campus. (Earth Day, Barrister’s Ball, Trick or Treat Street)
- Small give-away items of immaterial value for specific events (fruit, pens, stress balls given out at events)
- Student Organization signs using University approved logos
- Items purchased to re-sell for fundraising purposes (ski passes, mugs, plants, etc.)
- Gift mugs, cards, pens, or flowers purchased for speakers, judges, or attorneys who assist in student organization events
- T-shirts for student organization leaders for identification purposes at large student organization events
- Honorarium less than $100 for prominent guest speakers
- Parking for guest speakers (does not include adjunct faculty or students)

The Official University Policies can be accessed on campus at http://www.du.edu/bfa/policies.html.