

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 or the Finance & Budget Coordinator in the Dean's Suite.

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 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 without prior approval from Student Affairs.
- Gifts for students, staff, faculty, alumni, and vendors (this includes gift cards)
- Alcohol - Per the updated University of Denver Alcohol Policy, alcohol cannot be purchased using student organization funds. In order to pay for alcohol at events, student organizations must find (a) administrative departments (CDO, Certificate Programs, etc.) or (b) outside organizations (CBA, DBA, law firms) to provide funding for the alcohol.

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
- Events off-campus approved by Student Affairs.
- Materials related to official student organization functions (Earth Day, competitions, Law Review materials)
- 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 identification purposes at large student organization events
- Honorarium less than \$100 for prominent guest speakers

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