

AREA OF RESPONSIBILITY:	OFFICE OF INSTITUTIONAL ADVANCEMENT
RESPONSIBLE CONTACT:	VICE PRESIDENT, INSTITUTIONAL ADVANCEMENT
POLICY IDENTIFICATION:	PROHIBITION OF PERSONAL AND OFF-CAMPUS BANK ACCOUNTS
EFFECTIVE DATE:	1/01/09
REVISED	01/01/10
LAST REVIEWED:	05/2022

Any funds received on behalf of the University or its programs are required to be administered through either the University or Office of Institutional Advancement accounts. Such funds include gifts of money and the proceeds from any activity, clinic, contract, workshop, or other similar event. Funds generated from the use of campus facilities are to be deposited in an appropriate account with the University. Gifts of money to departments, or to individuals representing a department, are to be given to the Office of Institutional Advancement.

Whenever University facilities are utilized or the name of the University is used, no outside bank accounts may be established, nor may the name of the University or program associated with the University be identified with an account held off-campus. Under no circumstances is it permissible to establish or maintain an off-campus account when any of the above-described conditions prevail. (Exception: The Alumni Association, Inc., fraternities and sororities chartered and nationally recognized by a fraternal organizations not receiving either ASI or IRA funds continue to be permitted, with prior approval, to maintain accounts with a commercial bank or savings and loan. Deans, Directors, Department Chairs and Department Heads are responsible for the enforcement of this policy within their respective areas of responsibility. Questions concerning this matter may be addressed to the Vice President for Financial Affairs.