

**Date: 08/29/1996**

## **ACTIVITY FUND POLICY**

### **Northern New Mexico College**

#### **1. Purpose**

To provide a general activity account, whereby, the Governing Board of Northern New Mexico Community College will allow community relations expenditures which are believed to be necessary for the successful operation of the College.

#### **2. Policy**

##### **2.1. AUTHORITY**

The Board of Regents and the College President may establish reimbursement criteria for employees and officials as deemed necessary by the existing procurement policies and procedures of the College.

##### **2.2. CONTROL AND ACCOUNTING OF EXPENDITURES**

The revenue source for community relations activities may be any unrestricted public funds controlled by the Governing Board including monies from vending machines. Such funds are public monies and therefore, are subject to state and federal laws as well as governing Board policies.

Revenues and expenditures for community relations activities shall be accounted for in the General Activity Account, classified under auxiliary funds as a self-supported account separate and apart from accounts funded by state appropriation.

##### **2.3. ALLOWABLE EXPENDITURES**

Authorized expenses will be reimbursed upon receipt of documentation for official college business only.

For example, applicable expenses may be as follows:

- Meals/refreshments for meetings with advisory committees, business and industry, and similar groups or representatives thereof concerned with Northern New Mexico Community College matters.

- Meals/refreshments for legislators and representatives of other institutions, governmental agencies, and educational institutions when college business is discussed, and the president or designee(s) is present.
- Meals/refreshments for meetings with Board members, employees, guests, and the public when the purpose of the meeting is to conduct college business.
- Meals/refreshments for professional development activities.
- Recognition activities, including the purchase of awards to honor board members, employees, and students, and recognize retirement.

#### **2.4. PROHIBITED EXPENDITURES**

Expenditures from the General Activity Account are prohibited for:

- Alcoholic beverages. (No request for payment or reimbursement may include alcoholic beverages.)
- Political contributions.
- Personal expenses of any kind.
- Personal gifts, except as provided in Section III.5 of this policy.
- Flowers for employees, students, board members, or their families on such occasions as birth, death, or serious illness.

### **3. Procedures**

#### **PRIOR APPROVAL**

##### **3.1. PRIOR APPROVAL**

College employees intending to use this account must fill out a prior approval form (Exhibit A) before incurring an expense. Employees should plan when requesting reimbursement from this fund.

- Before an anticipated expense, an Activity Prior Approval form must be submitted to the President's office for the President's approval and to the Business Office for the Director's approval.
- A copy of the prior approval form will be sent back to the requestor either approved or disapproved.

##### **3.2. REIMBURSEMENT**

Once the expense is incurred, the requestor must attach all documentation to the reimbursement form (Exhibit B) along with receipts and a copy of the Prior Approval form to the Business Office for processing.

Contingent upon documentation received, reimbursement requests received by Wednesday before 10:00 a.m. should be processed by Friday after 4:00 p.m.

If sufficient documentation is not submitted with the reimbursement claim, the claim will be rejected and will not be processed for payment.