



Donations to External Entities

Category:	Operations
Number:	
Audience:	All University Personnel
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Owner:	Senior Financial Officer
Approved by:	Board of Governors
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Introduction

In general, the University is a charitable organization that **receives** donations and does not contribute financially to other charities or organizations. This policy outlines the rare circumstances under which donations to external entities are permitted.

Definitions

“Donation” - a voluntary and gratuitous transfer of real property, generally in the form of cash, to an outside organization;

“Fundraising Event” - an event promoted by an outside organization at which authorized attendance by university personnel is considered worthwhile.

Policy

The University is not a philanthropic organization and does not normally allow any payment to be made to an outside charitable organization without physical attendance at some approved event by authorized university personnel.

With the approval of the President (or in the case of the President, the Chair of the Board of Directors) the University will permit payment to be made for special “one-off” fundraising events where attendance by university personnel is considered important or beneficial. Examples would include attendance at the annual United Way luncheon and University of Regina President’s Gala. Under no circumstances will a direct payment to any political party be allowed.

Purchases of alcoholic beverages at these events would not be eligible for reimbursement under any circumstances.

Consequences for Noncompliance

If prior approval is not obtained, the cost to attend the function or event will be charged to the individual involved, if the expense claim is already processed or denied reimbursement if claimed after the fact.

Processes

A Purchase Order would be initiated and approved by the President authorizing the payment by the University to the external entity. This Purchase Order with supporting documentation to indicate approval, including an invoice and detailed description of the event, would be submitted to Finance for processing.