

Purpose

This policy and accompanying procedures were developed to assist The University of Alabama System Office (System Office) employees in determining proper expenditures for accounts. While this policy is intended to be comprehensive, nothing in this policy is intended to limit administrations' response to future circumstances. Any specific issues not documented herein will be addressed individually and as needed.

Policy

As a public institution, the System Office is responsible for the proper use of public funds, and as such all accounting records are reviewed annually by the State Examiners of Public Accounts. Circumstances and differences in responsibilities may dictate very limited exceptions, and in those inst

- d. proper authorization.

Proper documentation for meals and entertainment should also include

- a. the date, time, and place of the meeting,
- b. the identification of all attendees, and a
- c. statement regarding the System Office purpose of the meeting.

Employees requesting reimbursement for items purchased for the System Office or its office(s) with personal funds

Individual Services/ Independent Contractors

Moving

System Office employees must seek written approval from the Chancellor or the Chancellor's designee prior to offering any amount to a prospective employee for moving expenses.

Scope

University of Alabama System Office employees