

SCHEDULE A to the Business Expenses Policy

PROPRIETY TEST

All of the questions that follow must be answered prior to incurring any expenditure using University funds. In order for expenditures to be considered an appropriate use of University funds, the answer to each of the questions must be “yes.”

1. Is the expense for official University business?
2. Is the expense in the best interests of the University?
3. Is the expense necessary to accomplish University business and is it relatively cost effective?
4. Is the expense compliant with applicable policies, laws, regulations, and rules; and contracts, grants, and donor restrictions, including having the required approvals and authorizations?
5. Is the expense within the available resources of the relevant unit?
6. Is the expense reasonable? Meaning that the quantity and quality of goods or services being purchased is sufficient to meet the University’s identified need without exceeding it.
7. Is the expense in compliance with University’s [*Conflict of Interest procedure*](#)?

If any of these questions is answered with a “no”, then the transaction is not suitable to be paid for with University funds. Evaluating the propriety of University expenses requires a high degree of judgment and discernment. Therefore, consider the following when deciding whether or not a particular transaction is a proper use of university funds.

- Would an outsider, such as the general public or auditor, consider the expenditure to be a reasonable and necessary use of University funds?
- Would you want others, such as the media, knowing and reporting about what you have decided?