



## Napa Valley College District Auxiliary Services (DAS)

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### Financial Policies and Procedures

#### AO 6310 Expenditure Policy

##### I. PURPOSE

To provide management with policies and regulations governing Napa Valley College District Auxiliary Services (DAS) expenditures.

##### II. SCOPE

This policy applies to all Napa Valley College District Auxiliary Services (DAS) employees and programs.

##### III. POLICY

###### 1) Background and Purpose

Business expenses include the ordinary and necessary expenditures directly connected with or pertaining to DAS's programs. Among the items included in business expense are management expenses, commissions, labor, supplies, incidental repairs, traveling expenses, advertising and other selling expenses, insurance premiums and rental for the use of business property and expenses related to sponsored programs.

###### 2) Policy and Regulations

###### a) Policy Provisions

- i) DAS is committed to promptly paying its bills as they become due. Cash discounts will be taken if applicable.
- ii) All disbursements will be properly substantiated. Supporting documents will include evidence of receipt and approval.
- iii) A determination will be made by the Managing Director or designee that all invoices comply with provisions of purchase orders, contracts, leases, service agreements and that the same payments have not been previously made.
- iv) DAS will comply with all applicable federal and state payment reporting requirements.
- v) The indirect cost rates (Facility and Administration rate) charged to federal or non-federal programs will be based on rates jointly approved by the NVC Vice President of Administrative Services/Assistant Superintendent and the Managing Director.

- vi) Reimbursement will be made for costs associated with facilities used in connection with federally sponsored programs, contracted cost share arrangements, faculty release time or for other state expenditure reimbursement requirements.

b) Regulations

Consistent with the policy provisions above, the following regulations apply to DAS disbursements:

- i) All disbursements (other than petty cash) will be made by check or by wire transfer. No checks will be made payable to cash and only individuals authorized by the DAS Managing Director will make wire transfers.
- ii) Supporting documents will include original invoice or certified invoice copy, and purchase order, if appropriate. If original invoices or receipts have been lost, photocopies will be accepted if clearly marked "Original Lost, Duplicate Copy" and certified that payment has not been previously made.
- iii) Expenditure must include signatures for authorized signers, signed check requests, or signed consultant agreement, as applicable.
- iv) All returned/abated and stale dated checks will be defaced and voided.
- v) Payment terms are net 30 days unless agreements with vendors or industry standards differ.
- vi) Hospitality expenditures must serve the purpose of promoting the mission of the Napa Valley Community College District or DAS Programs, be reasonable in amount, and substantiated with signature, original receipts/invoices, or certified invoice copy. Procedures related to Hospitality-related expenditures, not otherwise covered in this policy, should default to NVCCD Board Policies.

c) Allowable/Prohibited Expenditures

- i) Any expenditure not related to the normal course of business is prohibited.
  - (1) For DAS staff: Unless prior approval is obtained from the Managing Director, a meal reimbursement is limited to no more than \$34 per person for dinner and \$ 16 per person for lunch. A public relations gift is limited to no more than \$100 per person unless approved by the Managing Director. Public relations expenditures are defined as expenses incurred to advance public relations between the NVCCD and/or DAS programs and the Campus Community or the Community at large. The expenditure must have a direct business purpose. Expenditures for employee recognition are not covered under this policy unless related to a specific fundraising campaign for employee appreciation activities.
  - (2)
- ii) Entertainment expenditures which do not promote NVCCD and/or DAS business are prohibited.
- iii) Political contributions are prohibited.
- iv) Honorariums to students are prohibited.
- v) Expenses related to lobbying are prohibited

### 3) Procedures for accessing funds held by the DAS Foundation

#### a) Purchase of Good and Services

Please submit a DAS Request for Purchase Order to the DAS office. Attach supporting information to the request, including a proposal, quote or estimate. Send signed documents to the DAS office for review and approval by the Managing Director to ensure compliance with any grant or fund requirements and, if the amount requested is over \$1,000, approval by the DAS Board of Directors and/or Board Chair.

The DAS office will enter the request into District financial system and notify you upon approval. After the order is placed, please submit the invoice, with signed verification of receipt of goods or services, to the DAS office for payment.

#### b) Request for Reimbursement

Please submit a Request for Payment form with supporting documents.

#### c) Credit Card Purchase

If your purchase requires use of a credit card, please call the Office of Institutional Advancement, (707) 256-7113 for assistance.

### RELATED POLICIES

- i) NVC Doing Business Guide, NVC Budget Manual, and other guiding documents informing the NVC Financial Services office.

Adopted, DAS Foundation Board 06/06/17