



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> AUXILIARY SERVICES AND ENTERPRISES AND UNDESIGNATED GIFTS	<b>Number:</b> 5.01	<b>Page:</b> 1 of 2
<b>See Procedures:</b> [ ] Yes [x] No		
<b>Legal Authority:</b> Florida Statutes 1001.02, 1001.64, 1010.08 FAC 6A-14.077	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 7/1/83, 6/6/84, 10/19/88, 8/29/00, 10/22/02, 8/24/04, 2/15/05, 1/8/10	

The College is authorized to operate or to contract for auxiliary services and enterprises as defined in the *Accounting Manual for Florida's Community Colleges* and may use funds generated from auxiliary operations and contracts and from undesignated gifts. Such auxiliary enterprises include, but are not limited to, a bookstore, food service and vending machines. Contracts for such operations shall include reasonable fees for use of College facilities and services.

Funds derived from these services and enterprises shall be deposited to the appropriate auxiliary fund account and may be used for the following at the President's discretion and according to Board policy for the benefit of the college:

(1) Student Scholarships.

(2) Public Relations and Business Hospitality. An amount not to exceed the authorization in Florida Board of Education Rule 6A-14.077 may be transferred to the General Current Fund each year for public relations, promotion and hospitality of business guests of the College. Individuals receiving per diem from the state shall not be considered business guests.

Other Activities. Other usage of these funds may include, but are not limited to, activities involving graduation, visiting committees or teams, off campus site support, art on campus, community sponsorships, orientation and work conferences, personnel recruitment, official meetings and receptions, guest speakers, meal functions, awards, flowers, promotional activities, hospitality of business guests, student events/presentations recruitment activities, new program initiatives, athletics and other such activities that support the College.

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(4) Use of College Activity Fund. Funds must be requested in advance of the required use on the appropriate college form.

(5) Non-Discriminatory Usage. The College Activity Fund will not be used to purchase membership(s) in or goods / service from an organization which discriminates on the basis of race, color, national origin, sex, age or religion.