

Dixie State University Policy

203 University Business Practices



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I. Purpose

- 1.1 The purpose of this policy is to identify when activities created by the faculty, staff, students or volunteers of the University are required to follow university business practices and accounting policies and procedures.

II. Scope

- 2.1 This policy applies to all activities created by faculty, staff, students or volunteers, or held on the University Campuses.

III. Definitions

- 3.1 **Activity:** A University event, other than academic classes scheduled as part of the curriculum, that is held in a University building or outdoor space on a University campus. All such events that take place on a Dixie State University campus are considered University activities.

IV. Policy

- 4.1 Activities created by University faculty, staff, students or volunteers using any of the following resources must follow university business and accounting policies and procedures.
 - 4.1.1 University Name
 - 4.1.2 University logos
 - 4.1.3 University Email or mail services to advertise the event

- 4.1..4 Classroom time to promote the event
- 4.1..5 University tax exempt status
- 4.1..6 University facilities or equipment unless under a rental, contractual, or other agreement which defines the business and accounting responsibilities of each party

V. References

- 5.1 R561 – Accounting and Financial Controls
- 5.2 160 – Intellectual Property
- 5.3 441 – Central Scheduling of Campus Facilities and Events

VI. Procedures

- 6.1 Activities meeting the requirements of this policy must use the University's policies and procedures and follow all business practices and accounting policy and procedures in implementing the activity or event.
- 6.2 Activities that are operated under a rental, contractual, or other agreement which defines the business and accounting responsibilities of each party are not required to follow this policy.

VII. Addenda

Policy Owner: Administrative Services, VP
Policy Steward: Assistant Vice President of Business Services

History: New
Approved 04/27/18
Revised