MEMORANDUM

To: Vice Presidents, Deans, Chairs, Directors

From: Elizabeth D. Capaldi
Provost

Robert J. Wagner
Senior Vice President

Date: April 24, 2001

Re: Policy Reminder
Disclosure of All Funds Generated Through the Use of University Faculty or Staff Time and/or the Use of University Facilities

Attached is a copy of the above referenced policy, reissued April 2001.

Compliance with this policy is essential. To ensure that all faculty and staff are aware of the policy, please distribute a copy to each person within your unit. A copy of this policy is also available on University Business Services web site at the following address:

Questions should be directed to Kevin R. Seitz, Associate Vice President and Controller, at 645-2505.

RJW/dah
Attachment

cc: President William R. Greiner
Mr. Kevin R. Seitz
DISCLOSURE OF ALL FUNDS GENERATED THROUGH THE USE OF UNIVERSITY FACULTY OR STAFF TIME AND/OR THE USE OF UNIVERSITY FACILITIES

Background

University faculty and staff have opportunities to generate funding for University sponsored programs, projects, activities, fundraising efforts, or services from many sources, including: foreign governments, federal, state and local governments, private foundations, businesses, students, patients, clients, and alumni.

Four account administration alternatives and only these are to be used for deposit and expenditure of these funds, depending upon the source of funds. The four account administration alternatives are:

- University Income Fund Reimbursable (IFR)
- University at Buffalo Foundation (UBF)
- SUNY Research Foundation (RF)
- Faculty Student Association (FSA)

Policy

This policy is designed to insure that there be full disclosure for all funds generated through the use of university faculty or staff time and/or use of university equipment or facilities. Such disclosure should occur prior to the initiation of each sponsored program, project, activity, fundraising effort, or service; and all funds related to sponsored programs, projects, activities, fundraising efforts, and services must be administered through approved accounts.

The person responsible for initiating a sponsored program, project, activity, fundraising effort, or service must notify his/her immediate supervisor well in advance of the receipt of funds related to that sponsored program, project, activity, fundraising effort, or service. It will then be the supervisor’s responsibility to work with the appropriate dean or director to identify the appropriate account into which funds relating to a specific sponsored program, project, activity, fundraising effort, or service will be deposited.
DISCLOSURE OF ALL FUNDS GENERATED THROUGH THE USE OF UNIVERSITY FACULTY OR STAFF TIME AND/OR THE USE OF UNIVERSITY FACILITIES

Any and all funds derived from or related to sponsored programs, projects, activities, fundraising efforts, and services that involve university employees in the course of their university duties, or which involve the use of university equipment or facilities (including space and equipment which the university leases or rents), must be deposited and expended through an account administered by the SUNY Research Foundation, the UB Foundation, the Faculty Student Association, or the university itself.

Clinical practice plans operate through entities approved by the President.

Use of an outside bank account or other agencies for the management of these sources of funds is strictly prohibited. University officers are not authorized to approve an outside account for any purpose.

REISSUED:

William R. Greiner
President

Date