



WESTERN NEW MEXICO UNIVERSITY

POLICY NAME	Anti-Donation Policy	POLICY NO.	BA481
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs – Purchasing		
EFFECTIVE DATE	15-DEC-2014	REVIEW/REVISION DATE	12-DEC-2024

PURPOSE:

The anti-donation policy is provided as a directive to all WNMU employees regulating the use of university property and resources.

POLICY:

APPLIES TO:

- Assets owned by the University include but not limited to, property or cash assets, or any services provided by the University.
- Non-business-related use of university property or cash assets for a person benefit
- Donation or sponsorships to charities.

EXAMPLE OF:

- A university department donates to an organization hosting an event (unallowable)
- A university department procures with an organization and receives a service or product with equal value. (allowable)
- Monetary awards of any kind (unallowable)
- Scholarships with public funds are not allowable unless funds are part of Financial Aid or the WNMU Foundation.
- Gifts: (Birthday, congratulations, farewell, sympathy, thank you, etc.), gift cards of any kind. (unallowable)
- Non-university Business Transactions: Entertainment tickets of any kind, i.e. concert, theater, recreation, sporting, holiday parties, holiday decorations etc.
- As part of the roles and responsibilities of the position(s) an Athletic coach may purchase a sporting ticket solely for the purpose of recruiting. Tickets for course sponsored events may be purchased (event/entry/camping etc.) if the event is part of the course syllabi. For example, purchase of an entry tickets for City of Rocks as part of the Outdoor Program.

*All policy approvals are maintained and controlled in the Policy Office. Draft and archived/obsolete revisions are not to be used. Please refer to the WNMU website @ **Error! Hyperlink reference not valid.**policy.wnmu.edu for the current version of the policy.*

DONATIONS:

Donations of any kind are not allowable.

FUNDRAISING:

Fundraising expenses should be handled through the WNMU Foundation

FINES AND PENALTIES:

Fines and penalties for personal use or while on university business i.e. parking, or traffic tickets are not allowable.

TRAVEL EXPENSES:

Travel expenses for as spouse, family member, or other individuals accompanying a university employee on official business is not allowable.

OTHER:

- Gifting university property, to include but not limited to supplies, furniture, computer, laptop, phones, etc. to individuals or other organizations is not allowable.
- Use of university owned vehicles or equipment for non-university business, includes personal use, or use by another organization is not allowable.
- Allowing free use of any university facilities (Graham Gym, GRC, Light Hall, etc.). is not allowable.
- Allowing free use of university resources to included but not limited to personnel, software etc. is not allowable.

