

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Auxiliary Funds and Undesignated Gifts	<u>Number</u> 536
Related Policy:	Auxiliary Services and Undesignated Gifts – 6Hx20-5.002	<u>Page</u> Page 1 of 1

I. Purpose

To provide a procedure for the operation and use of auxiliary funds and undesignated gifts.

II. Procedure

- A. Should the College receive a cash gift in which the donor's restrictions require it to be held at the College rather than the Foundation, the funds and use of the gift will be conducted in accordance with the donor's restrictions. Uses of such funds will be administered to best benefit the College as determined by the President or designee.
- B. Each auxiliary activity is managed by a college employee. The auxiliary manager will first pay expenses related to the auxiliary's revenue generation. Proceeds will then be used to best benefit the College.
- C. Auxiliary fund profits are transferred annually to fund business hospitality expenditures in accordance with Florida Administrative Code Rule 6A-14.077.
- D. Recommendations for the use of auxiliary funds will be submitted to the Vice President, Business Affairs, during the budget process. The President will review requests and determine approval.

Responsible Official: Vice President, Business Affairs	
President's Signature: 	Date: 08/10/2026