

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Discretionary Business Expenses**EFFECTIVE DATE:** November 1, 2007; Revised September 15, 2024**Purpose**

The purpose of this policy is to set forth the guidelines of Southwest Tennessee Community College's ("Southwest" or "the College") regarding discretionary business accounts.

**Policy**

College officials designated by the President may be assigned a discretionary business account to be used for the benefit of the College. This account is to be funded by the Southwest Tennessee Community Foundation to advance the mission of the College.

As a public institution, Southwest is held to a high level of public scrutiny and accountability. College officials are responsible for ensuring that discretionary business expenses are used in a responsible and appropriate manner. Reimbursement will be provided only for those expenditures that are reasonable, necessary, prudent, and appropriate for:

- a. Reasonable gratuities and taxes that cannot be charged to State funds; and
- b. Entertainment, which may include food, alcoholic beverages, admission charges, and fees.

No expenditures will be reimbursed without appropriate receipts. No expenditures for political donations, personal use, or any other purpose contrary to State or Federal law are allowed.

**Responsible****Source of Policy:** \_\_\_\_\_**Administrator:** Chief Financial Officer**Related Policy:** 4:07:00:00/34**TBR Policy Reference:** 4.07.00.00, 4.01.07.02**Approved:** \_\_\_\_\_  
**President****Date:** September 15, 2024