

UNIVERSITY CONTROLLER'S MEMORANDUM # 02 FY (2000-2001)

TO: Deans, Directors, and Department Heads

FROM: Larry Reese, Assistant Vice President and Controller

DATE: August 18, 2000

SUBJECT: Use of Campus Concession Funds

Certain departments receive allocations of Campus Concession Funds. These funds have been given greater flexibility than other university funds in that they may be used for certain entertainment and hospitality functions. However, State law and Board policy prohibit the purchase of alcoholic beverages from these funds.

As a follow up to legislative audit recommendations, I am again asking your assistance in ensuring that reimbursement requests from Campus Concession Funds not include alcoholic beverages. Additionally, requests for reimbursement of restaurant charges should be supported by detailed receipts containing descriptions of the items purchased. Such reimbursement requests should be submitted along with the form "Reimbursement Voucher for Expenses Other than Travel" (FSU form C-676C). If an itemized receipt can not be provided by the restaurant or other vendor, the employee requesting reimbursement should submit a statement certifying that such a receipt is not available and that the reimbursement does not include the cost of alcoholic beverages.

Thank you for your continued assistance in this matter. Questions regarding this issue should be referred to Bill Agner (4-9785) or Raynell King (4-5022).