



**Office of Procurement  
and Contracting**

**Test of Propriety  
for Use of University Funds**

The *Kennesaw State University (KSU) Test of Propriety for Use of University Funds* is provided as a tool to evaluate whether use of University funds (i.e. all funds generated, awarded, donated or otherwise received by the University regardless of their source) are appropriate for a purchase and expenditure. This tool is designed to provide a consistent evaluation framework to test the propriety of purchases and expenditures that utilize University funds.

Evaluating the propriety of University expenses requires exercising a high degree of judgment and discernment. Therefore, an expenditure of University funds shall be considered appropriate only if it meets *all* of the questions listed below with an answer of “Yes”.

This tool should be used *prior* to making ANY purchase or expenditure using University funds.

Question	Additional Information	Answer: Yes or No?
1. <i>Is this expense for official University business purpose(s)?</i>	Official University business is any activity that carries out the University’s mission of instruction, research, and service or that provides support to the University’s instruction, research, and service activities.	
2. <i>Is this expense in the best interests of the University?</i>	The expenditure should show careful and reasonable management and protection of the University’s tangible and intangible resources, which includes ensuring such resources are used appropriately to assist the University in accomplishing its mission.	
3. <i>Is this expense the most effective way to accomplish official University business?</i>	Without the expenditure, would programmatic objectives be difficult or otherwise more costly to achieve? Would the impact, level, or quality of the achievement be reduced?	
4. <i>Is this expense in compliance with applicable policies, laws, regulations, and rules; and contracts, grants, and donor restrictions, including having the required approvals and authorizations by the appropriate fiscal role?</i>	<a href="#">Refer to the Policy at KSU website for links to policies and related procedures.</a>	

**Test of Propriety  
for Use of University Funds (continued)**

Question	Additional Information	Answer: Yes or No?
5. <i>Is this expense within the available financial resources of the responsible unit, taking into consideration all outstanding encumbrances?</i>	Do you have the financial resources to pay for this expenditure within your budget? If unsure, consult with the KSU Office of Budget and Planning (OBP) before the expenditure is made. It is imperative in the conduct of good business to fairly and consistently apply expenditure policies. While the University's budget process is very thorough in its attempt to meet the need of every unit while operating within the constraints of our financial resources, the budget process is a planning process. As fiscal realities unfold throughout the year, some units become more or less constrained financially. In circumstances where a department gains financial latitude within their budget, it should not suggest that license is granted to become more lenient in their use of University funds.	
6. <i>Is this expense directly beneficial to the unit charged?</i>	Managers need to use discretion with University funds recognizing the need for effective and conservative management. Administrators of these funds are to consider cost, availability of funds, and the availability of alternative activities when evaluating the benefits to be derived from any expenditure.	
7. <i>Is this expense reasonable?</i>	Meaning that the quantity and quality of goods or services being purchased is sufficient to meet the University's identified need without exceeding it. The most economical means possible shall be used which will satisfy the University's official business requirement(s).	
8. <i>Is this expense in compliance with University and/or USG Code of Conduct, Ethics, and Conflicts of Interest Policies?</i>	<a href="#">Refer to the Policy at KSU website for links to policies and related procedures.</a>	
9. <i>If the expenditure involves a contract or creation of any form of University obligation, have the required approvals from University Counsel been obtained?</i>	<a href="#">Refer to the Policy at KSU website for links to policies and related procedures.</a>	