

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Institutional Representation Account

**NUMBER:** 5.1

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### **A. PURPOSE**

To establish a fund that can be used to support non-routine expenditures necessary to support the promotion, advancement and unique environment surrounding university activities.

### **B. DEFINITIONS**

- 1. Institutional Representation Account:** The singular institutional account funded with non-general funds that can be used to support the promotion and advancement of the institution.

### **C. POLICY**

1. Each institution under the control of the Board of Regents may utilize an institutional representation account. The budget for the account is to be limited to \$20.00 per student based on the prior year fall headcount enrollment with a minimum of \$10,000 authorized for each campus.
  - Institutional Representation Funds may be used for items that enhance the appearance or benefit the operations and image of the institution or system as a whole. Events for which Institutional Representation Funds may be used include, but are not limited to, foodstuffs, banquets, flowers, decorations, trophies, and awards.
  - Institutional Representation Funds may not be used for the cost of alcoholic beverages associated with an event.
  - Institutional Representation Funds may not be used for items of a personal nature, gifts for relatives, retiree or staff gifts, or other activities that do not benefit the institution as a whole. Funds may be used to support staff member recognition for approved institutional employee recognition programs.
  - Institutional Representation Funds may be used for meals and refreshment to host interview candidates or special guests or the institution, for planning and special department or committee meetings, but may not be used for regular staff or department meetings.
  - Institutional Representation Funds may be used to support staff and faculty travel for lodging beyond the state hotel reimbursement when state rates are unavailable.

**FORMS / APPENDICES:**

None

**SOURCE:**

BOR September 1965; July 1968; August 1987; April 1989; May 1989; April 1992; September 1992; May 1993; October 1997; March 2001; December 2010; March-April 2016; May 2018; October 2023 (Clerical).