



PROGRESS FUND POLICY

The Lock Haven University Foundation (“Foundation”) will maintain a discretionary Progress Fund for the president, each dean and the Provost (Fund Holder) for Lock Haven University (“University”). Progress Funds may also be created for each and every University department as a result of gifts to the Foundation designated to that particular department. As all Progress Funds are funded by gifts received by the Foundation, while remaining mindful of the use of donor funds, the purpose of the Progress Funds is to allow the Fund Holders access to funds to promote and advance the University and their departments, but where expenditures may not be allowable under Commonwealth of Pennsylvania fiscal guidelines. In the case of departmental Progress Funds, the chair of the department will be designated as the Fund Holder.

The Progress Funds will be maintained strictly within the Foundation’s accounting system. Expenditures will be made directly from Foundation operating accounts. The amount of funds designated for the Progress Funds is approved as part of the annual budget process of the Board of Directors of the Foundation.

Fund Holders are responsible for adhering to Foundation policy and guidelines regarding the use of Progress Funds. The purpose of the Progress Funds is to provide additional funds to promote and advance the University and the department versus personal or staff benefit. Because donor confidence in the way the University and the Foundation expend funds is critical to receiving additional support, each Fund Holder must be sensitive and alert to expenditures that may be perceived as not meeting the tests of public scrutiny as to appropriateness. Such tests shall include, but are not limited to:

- Does the expenditure meet the restrictions imposed by the donor?
- Does the expenditure enhance the programs, image, and community status of the University and/or Foundation?
- Does the expenditure have a potentially negative public opinion impact on the University and/or Foundation?
- If there is a potentially negative impact, do the benefits far outweigh the potentially negative consequences?

Expenditure Request Procedures: Check requests are submitted to the Fund Holder, along with an original copy of the vendor invoice or receipts for reimbursement, for approval before submission to the Foundation for payment.

- The Foundation will review the check request for appropriate supporting documentation. Check requests without appropriate documentation will be returned to the requester.
- The Foundation will only make advances to individuals in anticipation of out of pocket expenses with a completed Faculty/Staff Loan Application. The travel must be for the benefit of students. If appropriate, the loan application should include a Request for Taxpayer Identification form (www.irs.gov form W-9). Upon return, all receipts should be forwarded to the Foundation for reconciliation. Any advance which is not supported by a receipt will be reported as income to the applicant.
- The Foundation will not make scholarship or grant payments directly to students. All scholarships and grants must pass through the student account with the University Student Financial Services.
- Upon request, the Foundation will provide a monthly accounting of each Progress Fund to the Fund Holder. The Foundation will not be responsible for maintaining any allocation or reconciliation of individual amounts within a Progress Fund.
- Check requests are due to the Foundation office by noon on Tuesday of any given week. Checks will be processed Wednesday and Thursday and returned to the requester no later than 2 pm on Friday (assuming no unforeseen circumstances).
- If the check request is for reimbursement of expenses to the signatory of a Progress Fund, the check request must be signed by the signatory's supervisor.
- All Foundation expenditures must ultimately be approved by the Executive Director of the Foundation.